eFunds
User Guide

HARRIS
School Solutions

For School Office Employees

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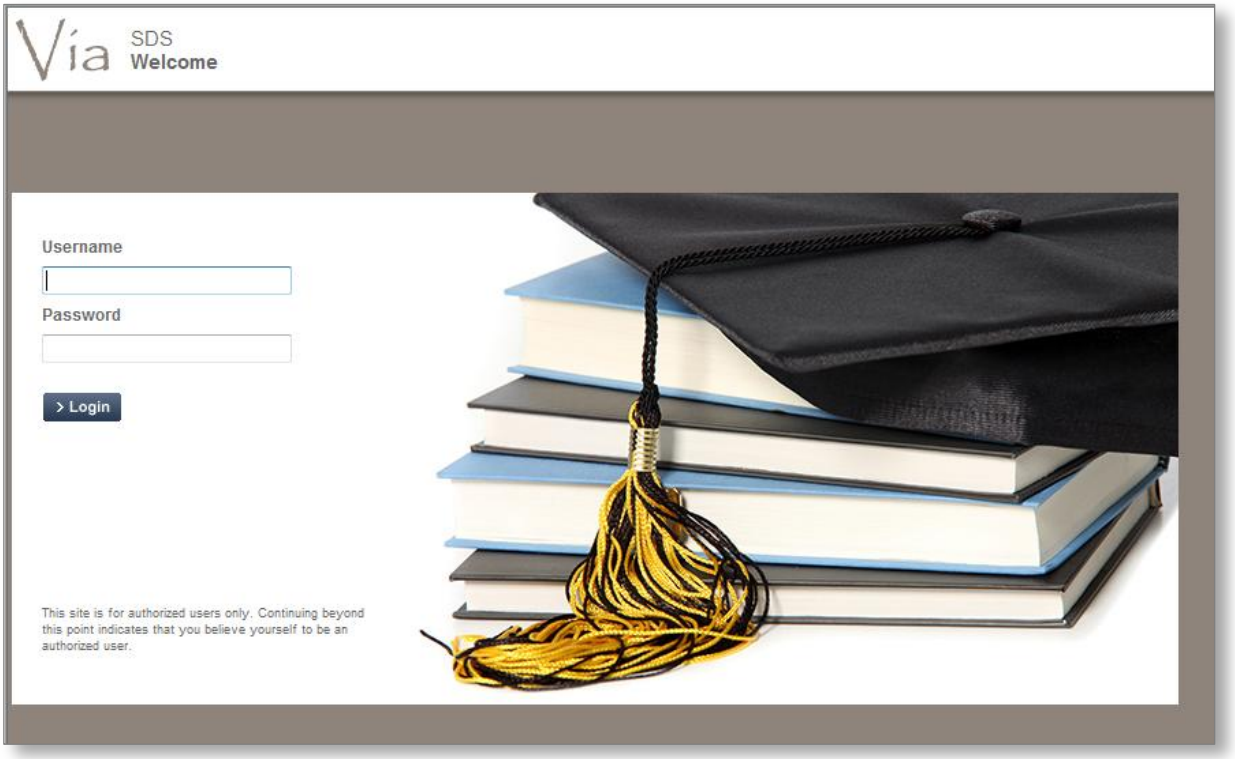
Introduction & Login Procedure

Welcome to eFunds! This application is the first SDS web based product, and it is the pioneer application for SDS's migration from telnet onto the web. eFunds is delivered as part of the Via for schools portal, which provides schools with a single point of login for all SDS applications.

In order to log into your eFunds session, you will be provided with a unique web URL by the district office. This URL will allow you access to your school's data, and only *your* school's data.


Via
SDS
Welcome
Username
Password
> Login
This site is for authorized users only. Continuing beyond this point indicates that you believe yourself to be an authorized user.

1. Open an Internet Explorer (PC users), or Safari (Mac users) session
2. Type in your unique URL and Enter/GO
3. The Via Welcome screen appears, with the Login fields
4. Enter your Username and Password
5. Click > Login

Note: You might want to save this URL as a Favourite and call it eFunds, for quicker access in the future

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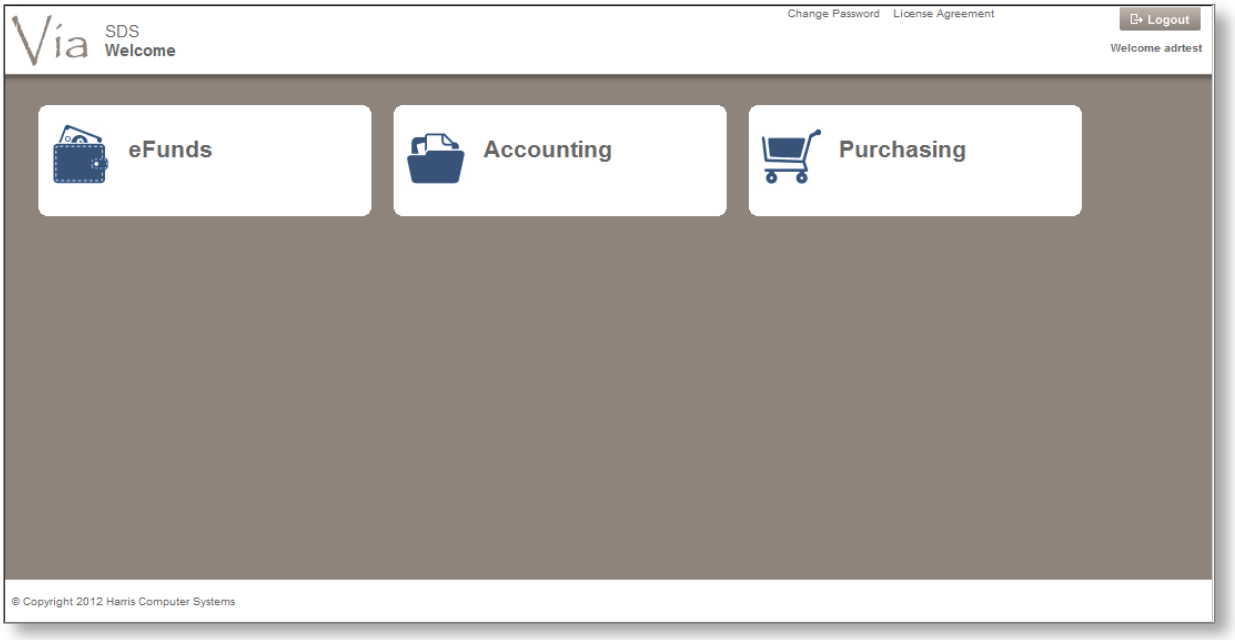
6. The screen will refresh and you will now see the main Via SDS application selection screen



The **refreshed** screen will provide you with the following:

- Applications that are available for you to access (i.e. eFunds)
- Who is logged into this session (top right corner)
- A Logout button (to logout the current user)

7. Click the **eFunds** icon from the Applications area
8. The screen refreshes into the main **Welcome to eFunds** screen

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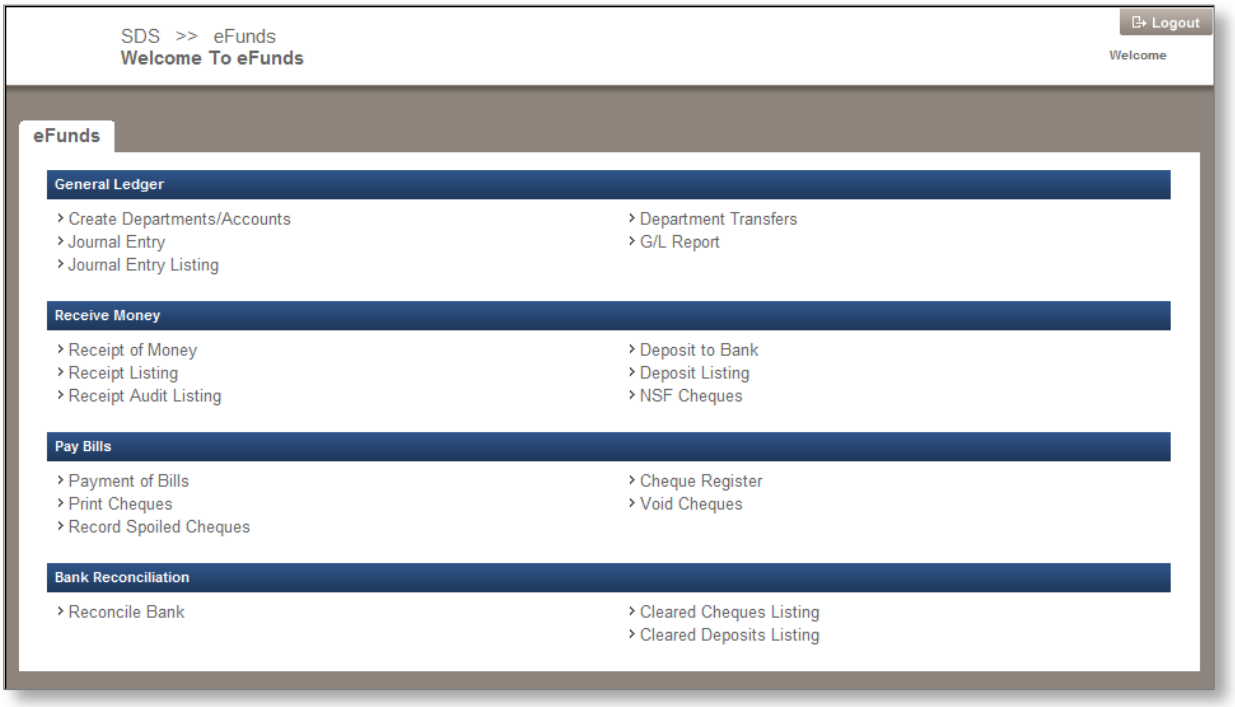
Welcome to eFunds: Main Screen



Note: You will only have access to the sections that were granted to your User ID.

This screen has four distinct sections, and each section has its own links:

General Ledger • Create Departments/Accounts • Journal Entry • Journal Entry Listing • Department Transfers • G/L Report	**Receive Money** • Receipt of Money • Receipt Listing • Receipt Audit Listing • Deposit to Bank • Deposit Listing • NSF Cheques
Pay Bills • Payment of Bills • Print Cheques • Record Spoiled Cheques • Cheque Register • Void Cheques	**Bank Reconciliation** • Reconcile Bank • Cleared Cheques Listing • Cleared Deposits Listing

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eFunds Buttons: Glossary Table

While navigating through the eFunds application, you will come across many buttons that will allow you to complete different tasks. The following table outlines the most common buttons that you will encounter, and the purpose of each one:

Button	Purpose
	Create a new bill payment/receipt/deposit
	Edit a current bill payment/receipt
	Cancel out of a screen without saving any changes
	Save changes made in a screen without printing, which can be edited later
	Print a cheque/receipt/deposit
	Close out of a screen, and return to the main eFunds starting screen
	Add details to a cheque or receipt.
	To view and select existing data from a list
	To accept out of certain pop-up windows after completing the data within the window

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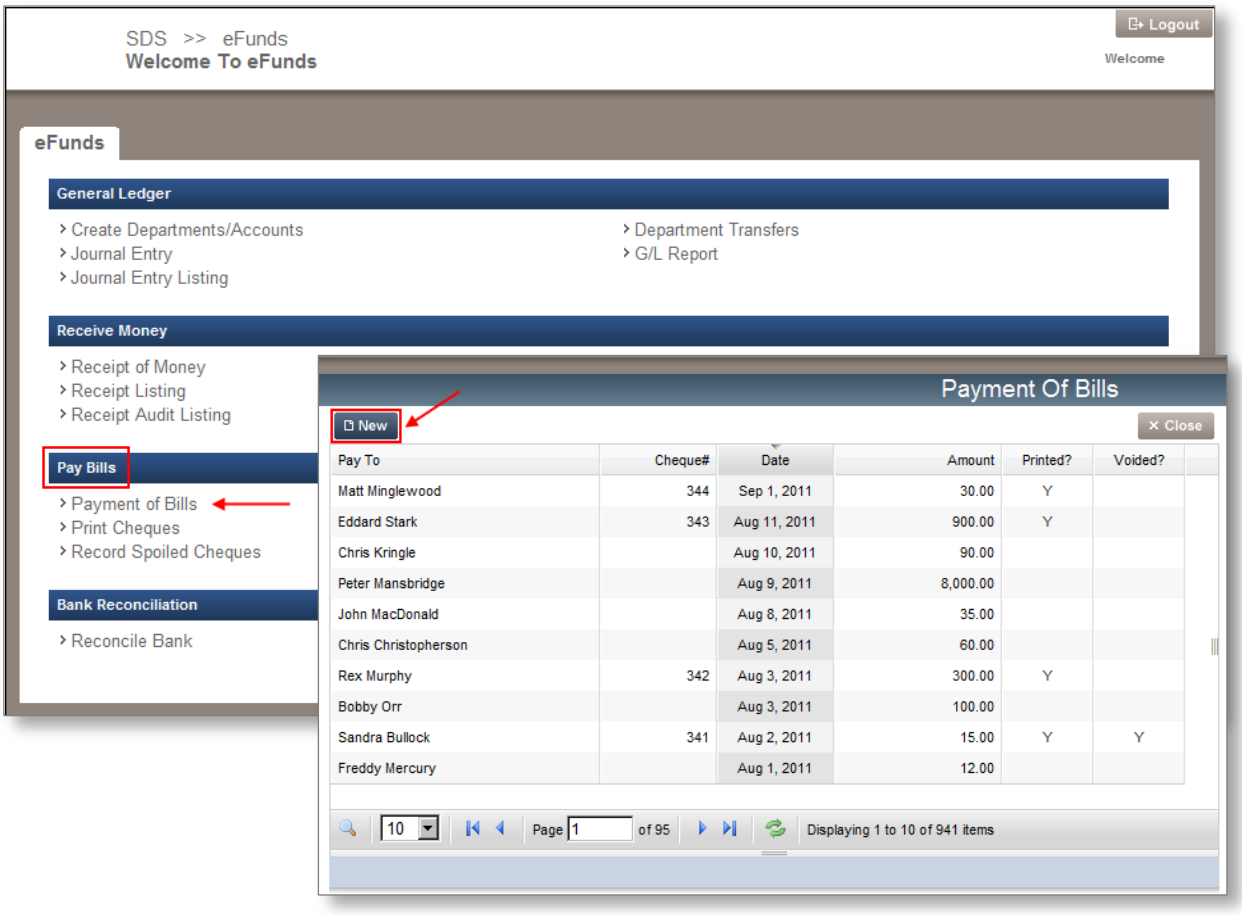
Pay Bills

In this section you will learn how to create cheques, add vendors, print cheques, and run a cheque register to view all your existing cheques.

Payment of Bills

In this section you will learn how to:

- Create a cheque to pay an invoice
- Choose a GST/HST category and attach the G/L component
- Print cheques
- Record spoiled cheques


SDS >> eFunds
Welcome To eFunds
Logout
Welcome
eFunds
General Ledger
Create Departments/Accounts
Journal Entry
Journal Entry Listing
Department Transfers
G/L Report
Receive Money
Receipt of Money
Receipt Listing
Receipt Audit Listing
Pay Bills
Payment of Bills
Print Cheques
Record Spoiled Cheques
Bank Reconciliation
Reconcile Bank
Payment Of Bills
New
Close
Pay To | Cheque# | Date | Amount | Printed? | Voided?
Matt Minglewood | 344 | Sep 1, 2011 | 30.00 | Y
Eddard Stark | 343 | Aug 11, 2011 | 900.00 | Y
Chris Kringle | | Aug 10, 2011 | 90.00
Peter Mansbridge | | Aug 9, 2011 | 8,000.00
John MacDonald | | Aug 8, 2011 | 35.00
Chris Christopherson | | Aug 5, 2011 | 60.00
Rex Murphy | 342 | Aug 3, 2011 | 300.00 | Y
Bobby Orr | | Aug 3, 2011 | 100.00
Sandra Bullock | 341 | Aug 2, 2011 | 15.00 | Y | Y
Freddy Mercury | | Aug 1, 2011 | 12.00
10
Page 1 of 95
Displaying 1 to 10 of 941 items

1. From the Pay Bills section, click the **Payment of Bills** link, the **Payment of Bills** screen appears. Click

to create a new cheque.

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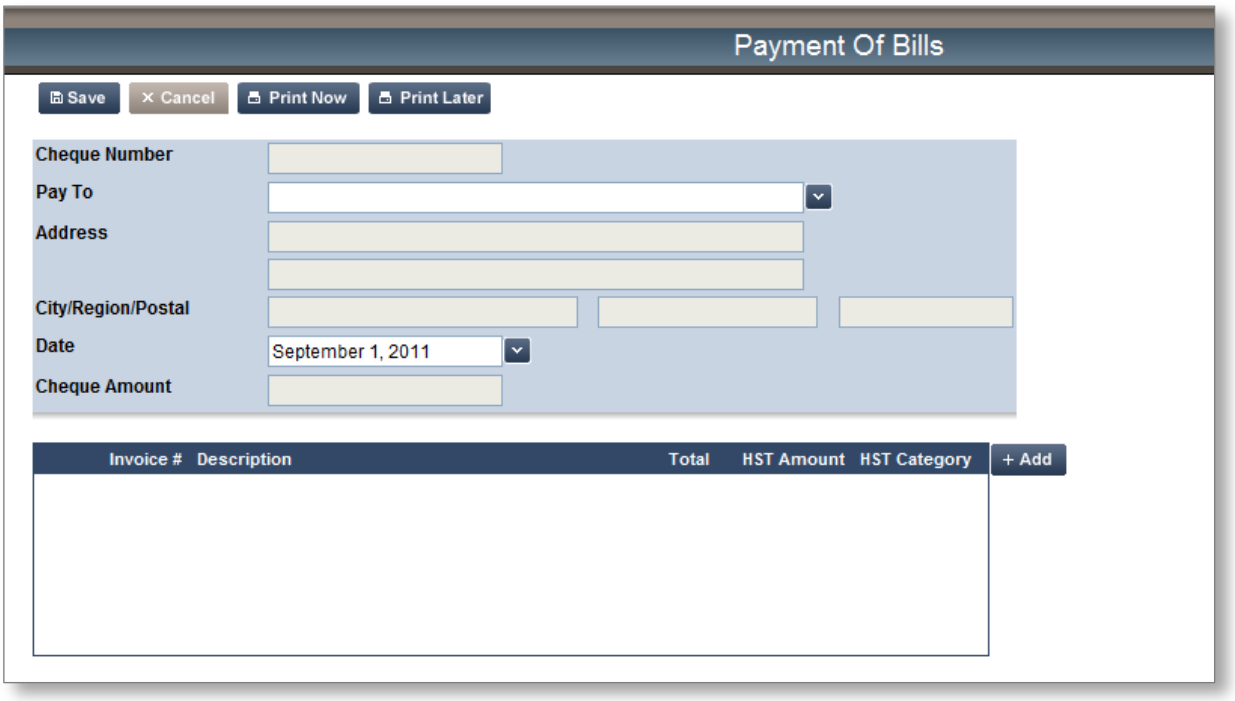

2. Enter the following information:
   - *Pay To* information. This field will auto-complete if the name has previously been entered.
   - *Address & City/Region/Postal*. These fields will auto-complete if the *Pay To* name has been entered before with an address. The address is optional.
   - *Date.* Click the to use the pop-up calendar.
   - Click to enter the *Cheque Details*. A new screen will pop up.

Note: As you add new *Pay To* clients, they will be saved in a list that can be accessed with the drop-down arrow attached, or by using the auto-complete feature, which will allow you to type in the first few letters of a last name – eFunds will display all matching names from the list for you to choose from.

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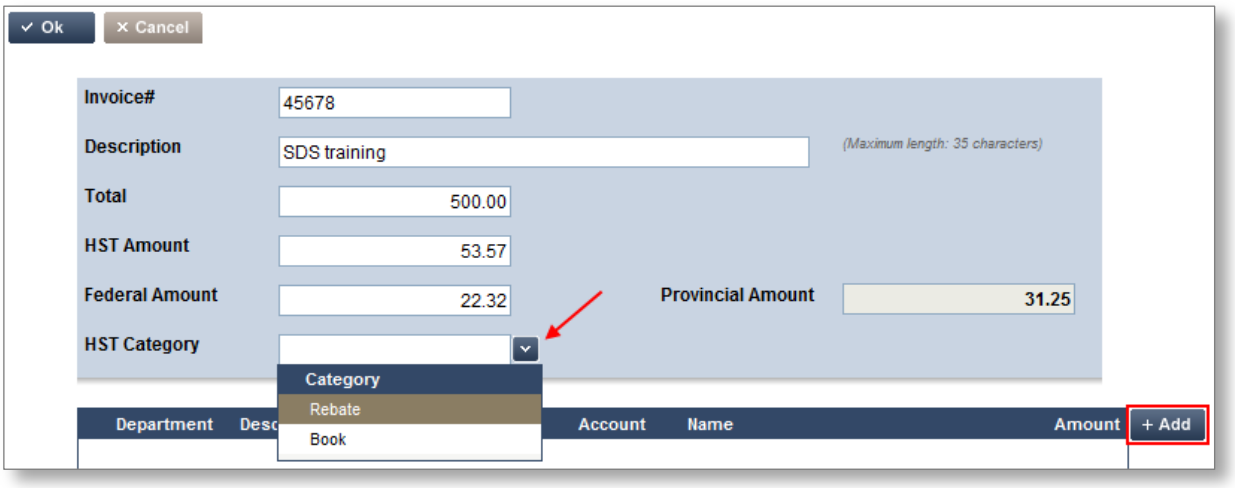
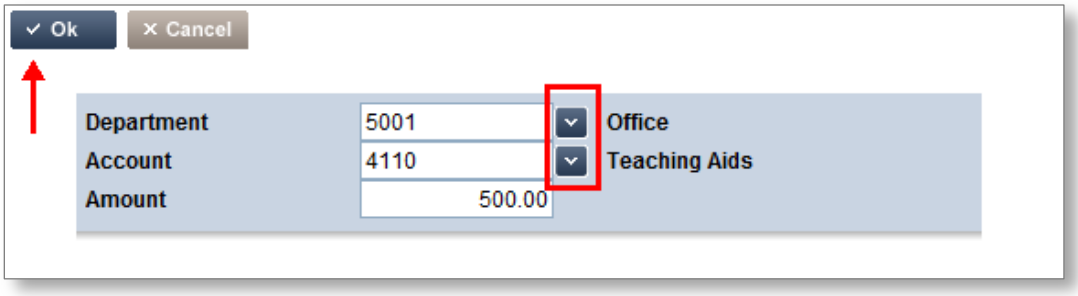


Note: Clicking the Ok button in the top left-hand corner of this pop-up screen will allow you to save changes and exit the screen.

3. Complete the following fields:
   - Enter in the *Invoice #* or any other reference number (i.e. the date, 122511). The system does NOT auto-add an Invoice #, and this is a required field.
   - Type in a *Description*
   - Enter the *Total* of the invoice
   - Enter or Tab to accept the *HST Amount*
   - Click the *GST/HST Category* to choose either Rebate or Book
   - Click the + Add button to enter the GL details



4. Enter a *Department* and *Account* (use the to choose from the list.)
5. Click Ok and your cheque is now complete! The details of the cheque can be seen in the area at the bottom of your pop-up window.

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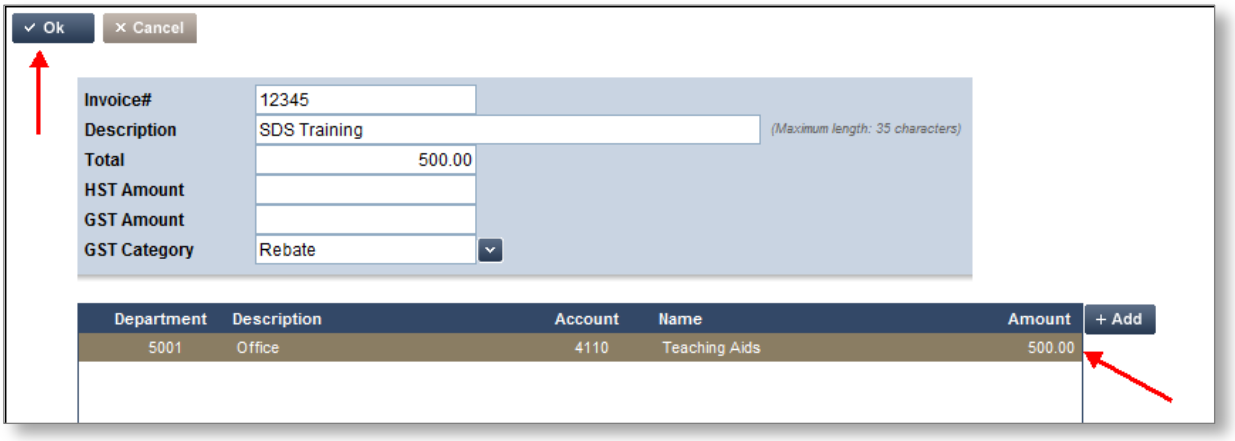
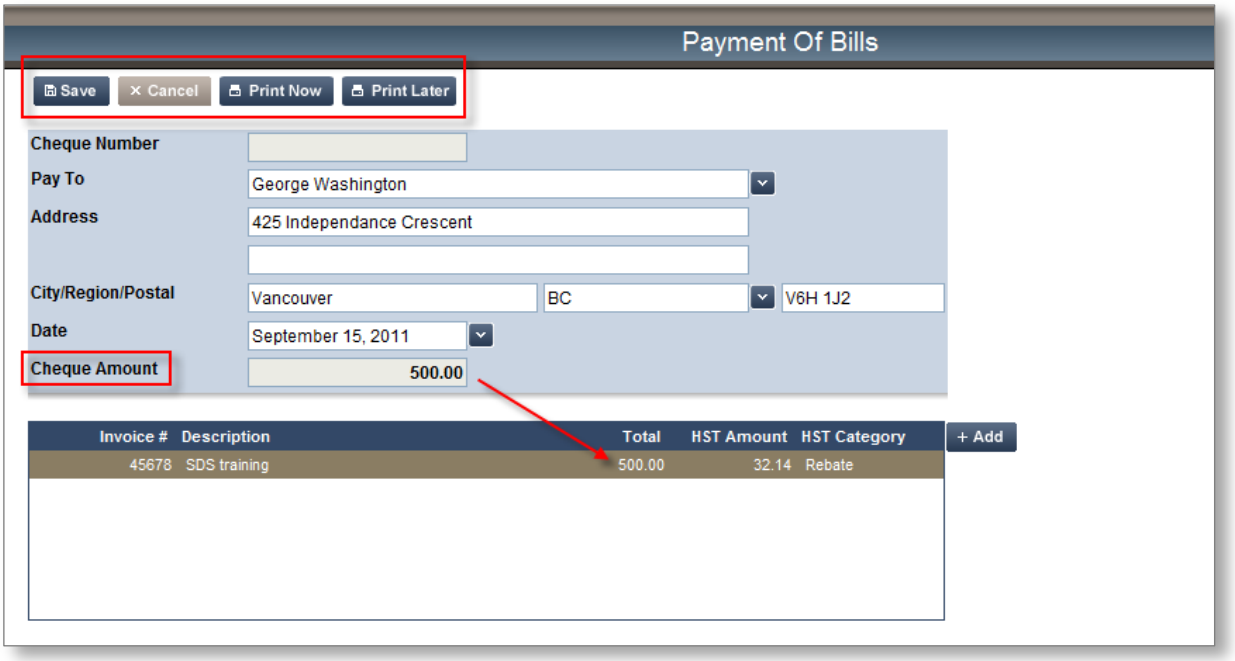


Note: If you require splitting the GL for this bill, please click the + Add button and enter another GL.

6. If you are satisfied with the results, click ✓ Ok, or you can click × Cancel to clear your data and start again if you make an entry error

When you click ✓ Ok the **Payment of Bills** screen appears, and it is complete with all the data that you have entered (i.e., cheque amount, invoice #, GST).

You now have four options: Save, × Cancel, Print Now, or Print Later



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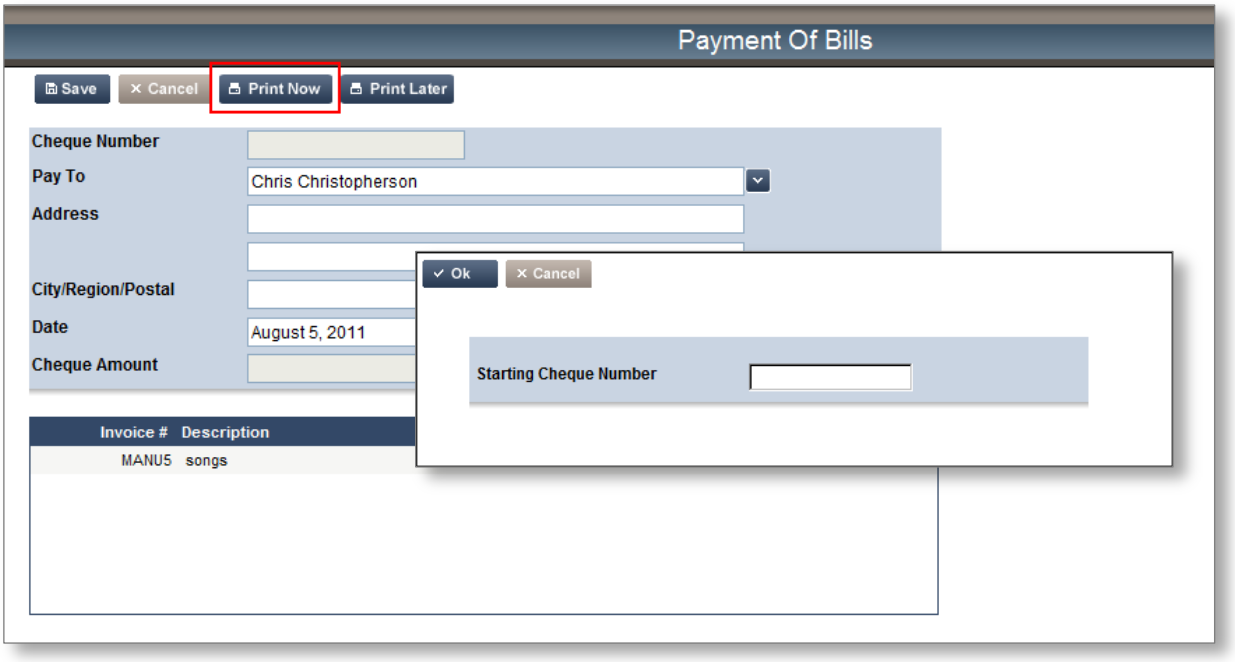
Note: The Cheque Number will only be assigned when the cheque is printed. With the Save or Print Later option, no Cheque Number will be assigned.

Save	Save the cheque. The cheque will appear in your **Payment of Bills** list and be available to edit. When a cheque is saved, it is not available to print from the **Print Cheques** screen.
Cancel	Close the screen; the record and all information will be lost (since the last time it was saved.)
Print Now	Save and print the cheque immediately. A pop-up box will require the Cheque Number be entered.



A cheque that has been printed will display ***Printed*** next to the cheque number. A printed cheque cannot be deleted.

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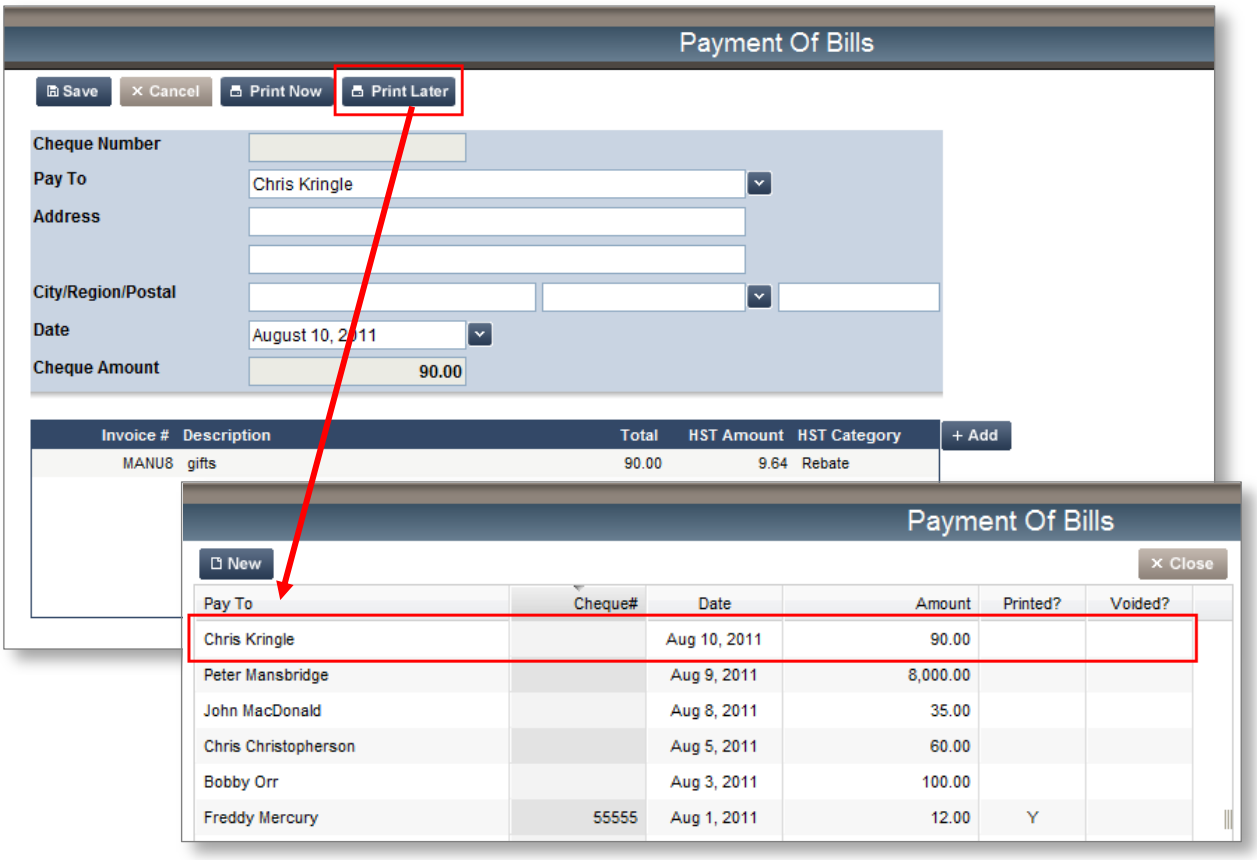
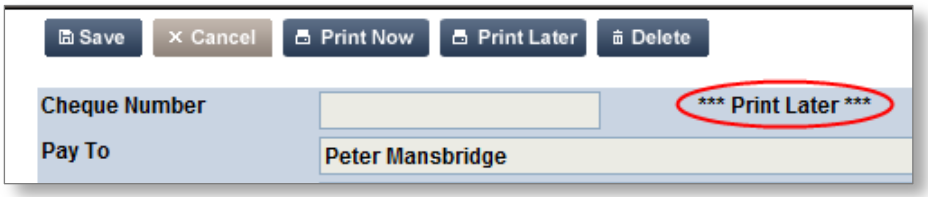
Print Later	Save the cheque and make it available for a *Bulk Cheque Run*, from the **Print Cheques** link. This cheque will also be available to print on-demand from the main **Payment of Bills** screen.



A cheque that has been set to Print Later will display ***Print Later*** next to the cheque number. These cheques can be deleted.



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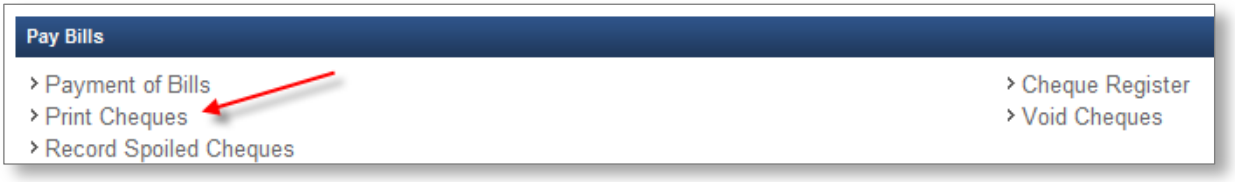
Printing Cheques



There are two ways to print cheques:

1. The on-demand

option can be used to print one cheque at a time.
This option is available when the cheque is created; or when a cheque has been saved and stamped with ***Print Later***, it will be available to select individually from the main **Payment of Bills** screen.

2. Alternately, from the **Print Cheques** link in the Pay Bills section, you can print cheques in a *Bulk Cheque Run*.

When you print a cheque (or cheques) a pop-up PDF document is created. To print these, click the Printer Icon in your PDF viewer, select the correct printer, and send the cheque(s) to print.

Note: The printed cheques will fit nicely into a standard size window envelope for mailing.

Once a cheque is printed, the amounts are posted to your general ledger, and you can no longer go back and edit any part of it. If you need to make a change, your only option will be to VOID the cheque. You are only able to edit a Saved cheque.

With either option, there are certain technical considerations, and a test printing should be conducted with any new setup.

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SDS Software Inc.
322-611 Alexander St. Vancouver, BC. V6A 1E1
Phone: (604) 251-9600 Fax: (604) 251-9633

INVOICE NUMBER	DESCRIPTION	AMOUNT
12345	SDS Training	500.00

PAY TO NAME	CHEQUE DATE	TOTAL AMOUNT
SMITH, DORIS	Aug 6, 2009	500.00

SDS Software Inc.
322-611 Alexander St. Vancouver, BC. V6A 1E1
Phone: (604) 251-9600 Fax: (604) 251-9633

9999

DATE 0 8 0 6 2 0 0 9
M M D D Y Y Y Y

PAY THE SUM OF EXACTLY $500DOLLARS00CENTS
TO THE ORDER OF

$***500.00

SMITH, DORIS
PO BOX 602
DUNVILLE NL A0B 1S0

PER _____

PER _____

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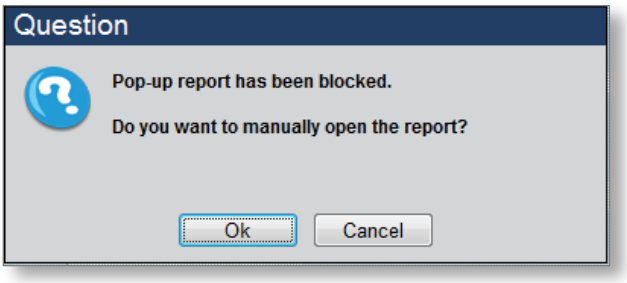
Printing Tips

Note: Your cheque printer should be different from other printers in the office. If you are printing cheques to a shared printer, remember that others will be using the same printer and therefore take care not to leave printed cheques in the printer for any extended period of time

- Ensure you insert the cheques into the printer the right way. To test this, insert a blank piece of paper with "this side up", "top of page", "bottom of page" messages on it to gauge how the printer is set up.

- If your IT department has your system set up with pop-up blocking software, when you print your cheques you will get a warning that your report has been blocked. Click the Ok button, the cheque(s) will pop up as a PDF document, and this is what you will print.



- You might want to show this to your IT department, they will be able to change the server settings to allow the pop-up report (which is your Cheque in PDF). If not, this message will appear each time you try to print a cheque.

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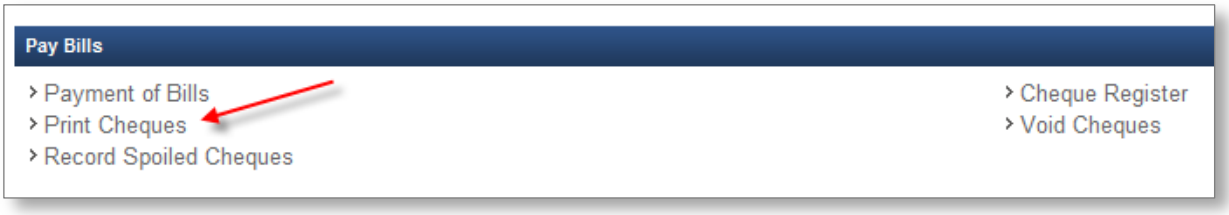
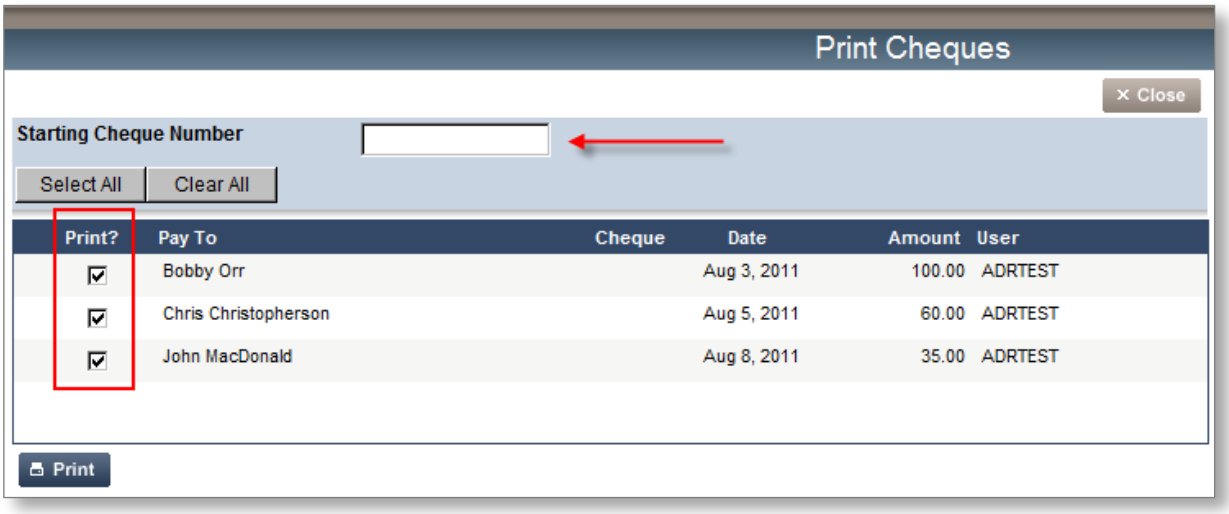
Bulk Cheque Run

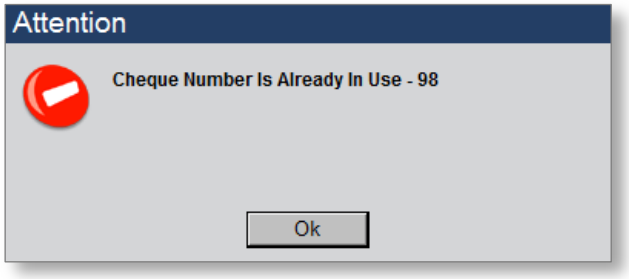


1. From the **Print Cheques** screen, ensure the cheques you wish to print are checked in the *Print?* column.



2. Enter the *Starting Cheque Number*, and click Print. A PDF of all the cheques selected will pop up to your screen and be available to print.

Note: If you enter a Cheque Number that has already been used, you will receive a warning message. This ensures you will never create cheques with duplicate Cheque Numbers.



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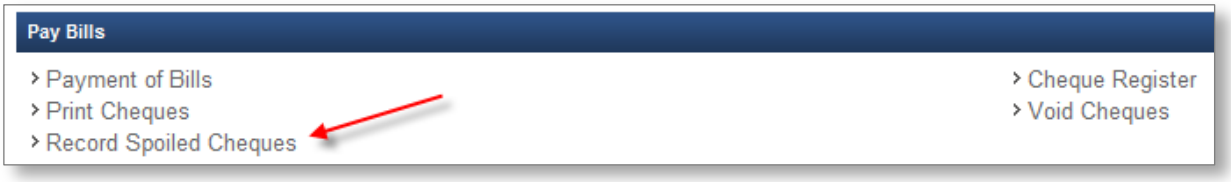
Record Spoiled Cheques

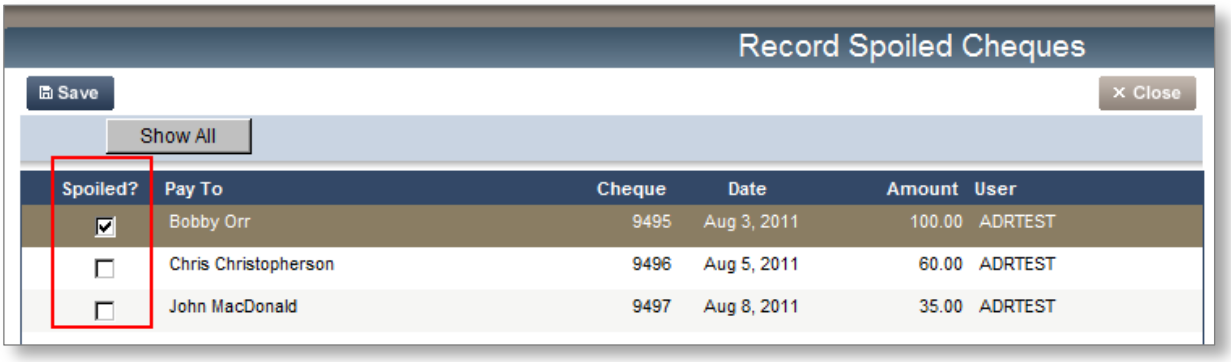


Possible reasons for a spoiled cheque are:

- Printer Jam
- No ink or toner in the printer
- Wrong cheque sequence
- Cheques inserted incorrectly

The purpose of recording a spoiled cheque is to be able to print the cheque using a new cheque number.

1. From the **Record Spoiled Cheques** screen, check the cheques you would like to record as spoiled.


Record Spoiled Cheques
Save
Close
Show All
Spoiled? Pay To Cheque Date Amount User
Bobby Orr 9495 Aug 3, 2011 100.00 ADRTEST
Chris Christopherson 9496 Aug 5, 2011 60.00 ADRTEST
John MacDonald 9497 Aug 8, 2011 35.00 ADRTEST

Note: The Record Spoiled Cheques screen will default to list the cheques printed in the last process. The Show All button will display all cheques printed.

2. When the appropriate cheques have been selected, click Save.

3. Once spoiled, the cheque will appear in the **Payment of Bills** screen with ***Spoiled*** indicated in the *Printed?* column.

Payment Of Bills
New
Close
Pay To Cheque# Date Amount Printed? Voided?
Peter Mansbridge Aug 9, 2011 8,000.00
Bobby Orr 9495 Aug 3, 2011 100.00 Spoiled

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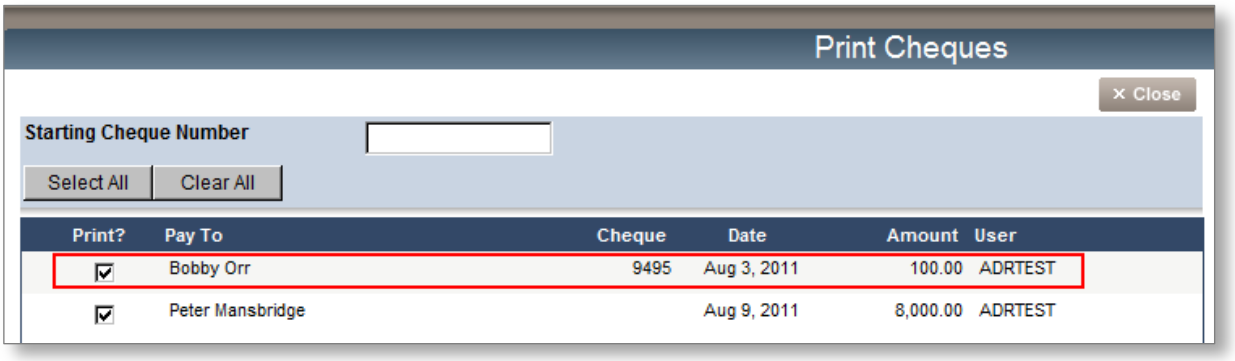
4. Reprint the spoiled cheque on your next Bulk Cheque Run, and a new cheque number will then be assigned.



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Definitions

Below are definitions on the various stages of a cheque.

Saved Cheque	♦ A cheque that is entered and is not yet queued or printed ♦ All data for the cheque can be modified ♦ The cheque is not yet posted to the GL
Queued Cheque	♦ A cheque that was selected to be printed later using the Print Later option ♦ The HST/GST and GL information can be changed ♦ The cheque is not yet posted to the GL
Printed Cheque	♦ A cheque that is printed and posted to the GL ♦ Only the HST/GST values can be changed
Spoiled Cheque	♦ A cheque that was damaged during printing ♦ The cheque has not been forwarded to the recipient ♦ The cheque is recycled to the print queue from the Record Spoiled Cheques screen ♦ Only the HST/GST values can be changed ♦ The cheque is posted to the GL
Void Cheque	♦ A cheque that was printed without mishap ♦ The cheque is retained and physically voided using the methods approved by the district, or a stop payment has been issued to the bank ♦ The Cheque is recorded as Void in the GL and a reversing entry is posted to the GL
Cleared Cheque	♦ The cheque is indicated as having cleared the bank on a Bank Reconciliation

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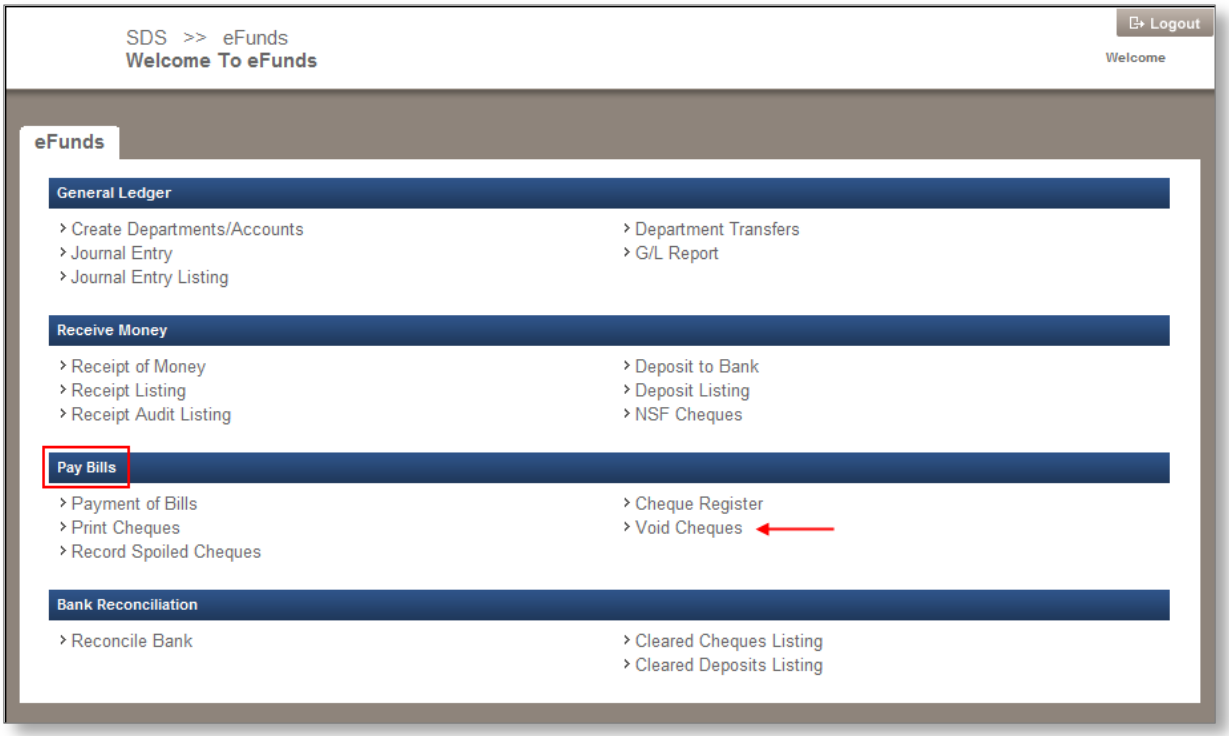
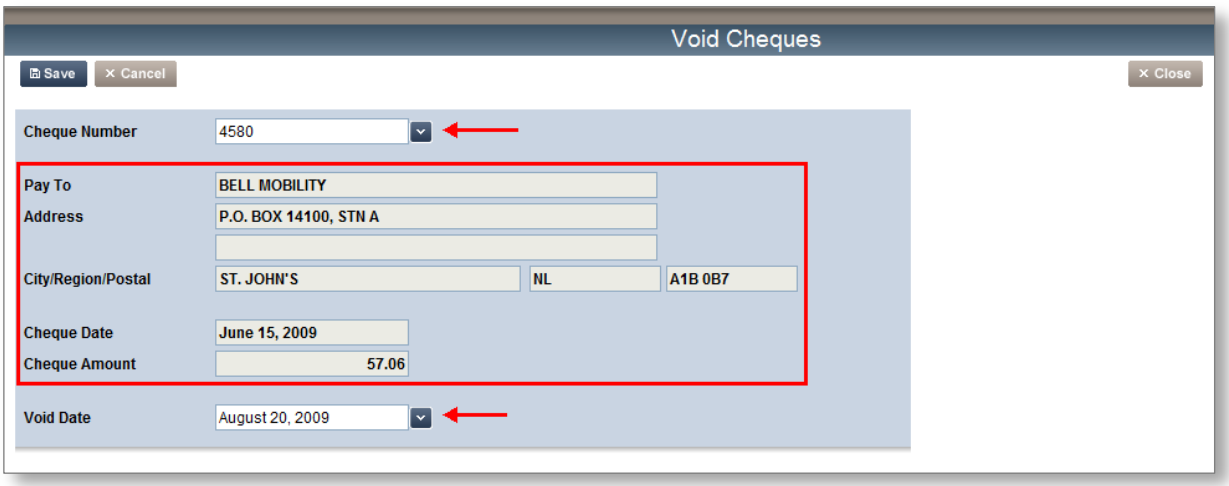
Void Cheques

If you have printed a cheque, the only way to reverse it will be to void it from the system. Only cheques that have been printed will need to be voided; if you have saved a cheque and not printed it, you can edit the cheque or cancel it out of the system.



1. From the eFunds main screen, click the **Void Cheques** link from the Pay Bills section, the **Void Cheques** screen appears.



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2. Manually enter the cheque number you wish to void and click **Enter**,

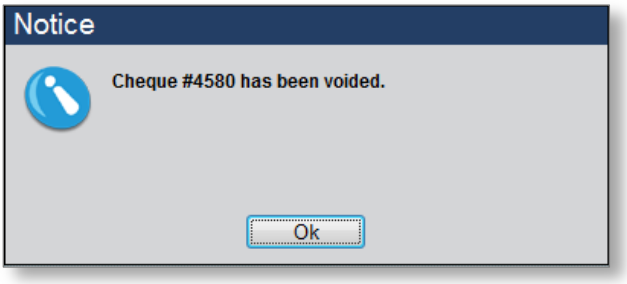
   Or,

   Click for a drop-down list of printed cheques to choose from; the screen refreshes and the fields are all populated with that cheque's data.

Note: If you use the drop-down arrow to view the list of cheques, you can click the column headers to re-sort the list.

3. Ensure you enter the correct Void Date (the system will default this field to the current date, click the to use the pop-up calendar to change dates.)

4. Click and you will receive a successful void message.



5. Click **Ok,** the cheque is now officially voided out of the system.

6. Click to return to the **Welcome To eFunds** main screen.

Congratulations, you have just learned how to Void a cheque from the eFunds system!

Note: Voiding cheques using the Void Cheques option in eFunds completes two tasks for you simultaneously; first, it purges the system of the cheque, and second, it reverses all the appropriate journal entries automatically.

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Voiding a Cheque (Previous Fiscal Year)

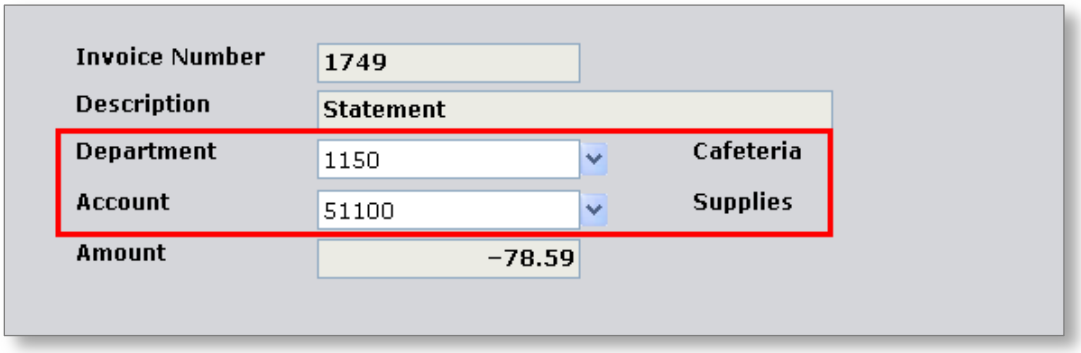
Voiding a cheque from a previous fiscal year includes the same steps involved in voiding a current year cheque. The only difference is, if you void a previous fiscal year cheque, you will see a message on the screen telling you that it is a ***Previous Fiscal Year Cheque***

You will also be able to see that there are reversing entries on the bottom of the Void Cheques screen, verifying what journal entries will take place.

The reversing entries will occur in the current year's G/L

Note: Your Previous Year has been audited and stored; it can no longer be changed.

If the original account the cheque was posted to no longer exists, you can **double click** on the line item to select a different account to post the reversing entries to, a pop-up window appears:



1. Click the *Department* and select the new Department.
2. Click the *Account* and select the new Account.
3. Click Ok, you are taken back to the **Void Cheques** screen
4. Click Save to save your changes and void the previous fiscal year cheque.

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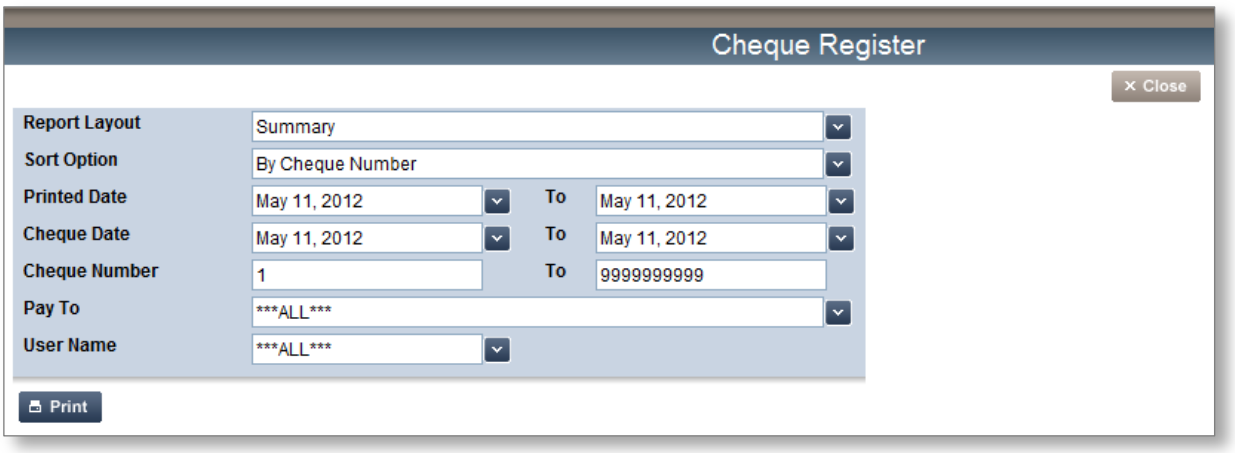
Cheque Register

For a list of your cheques, you can click the **Cheque Register** link from the Pay Bills section. Choose your filters and view your cheque register.



1. Choose your filters

Filter:	Options:
Report Layout	Summary or Detail (detailed reports include the G/L information)
Sort Option	You can sort by: Cheque number, Cheque date, Pay-to & Cheque date, User name & Cheque date
Printed Date	Enter a range for the date a cheque was printed
Cheque Date	Enter a range for a cheque date
Cheque Number	Enter a range for the cheque numbers you wish to view – or leave the default
Pay To	If you know who the cheque was made out to, select the pay to – or leave "ALL"
User Name	To select cheques created by a certain user – or leave "ALL"

2. Click Print to print your report, a PDF of your report will generate.
3. Click Close to return to the **Welcome To eFunds** main screen.

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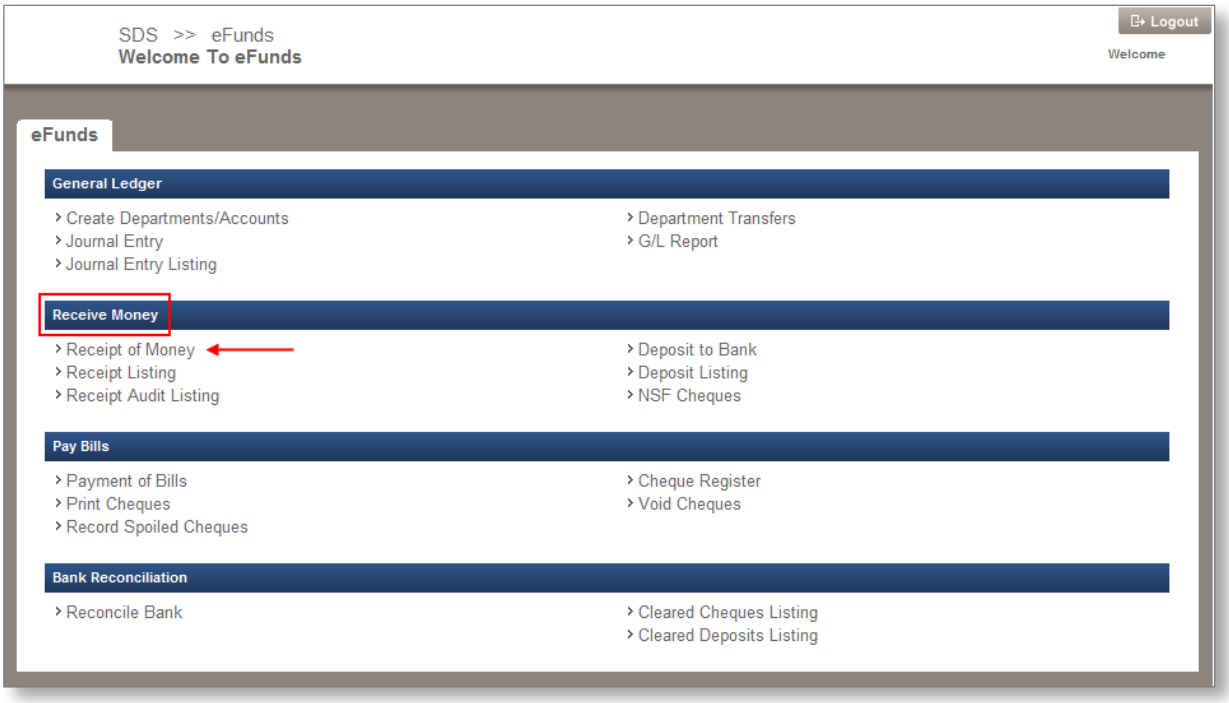
Receive Money

In this section you will learn how to receipt money, make deposits and enter NSF cheque information. You will also see how to run receipt and deposit listings.



Receipt of Money

1. From the Receive Money section, click the **Receipt of Money** link, the Receipt of Money screen appears

2. Complete the screen with the appropriate information:
   - *Receipt Number* – system generated (***NEW***)
   - *Date* (for calendar)
   - *Received From* (enter new, or for a list of previously saved)
   - *Address*
   - *City/Region/Postal*

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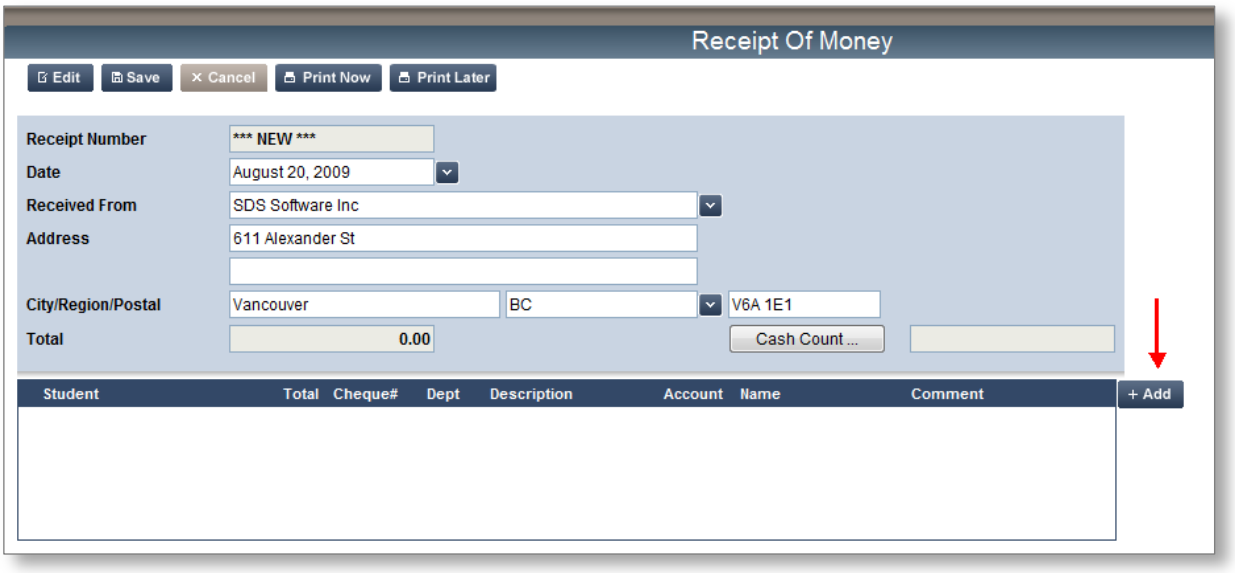
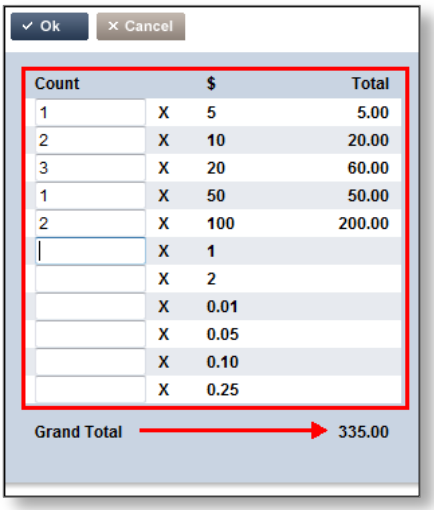


3. If the receipt is for cash, click the Cash Count ... button to enter the denominations on hand, a pop-up window will appear for you to fill in.



Note: This option is NOT a requirement for receiving cash; you do not have to enter denominations here. You can simply enter the total amount of cash in the + Add pop-up window.

4. In the *Count* fields, enter how many of each denomination you have on hand for the receipt, you will see your *Grand Total* at the bottom of the window.

5. Click ✓ Ok, the *Cash Count* field will now be populated with the *Grand Total* (or you can ✕ Cancel to clear your data, if you make an error.)

Note: Double-check to ensure your *Grand Total* matches with your cash in hand.

To enter cash and/or cheque information, click + Add, a pop-up window appears with fields for you to populate.

Choose one of two methods to record the cash and/or cheque information: ***Entry by Student***, or ***Entry by Department***.

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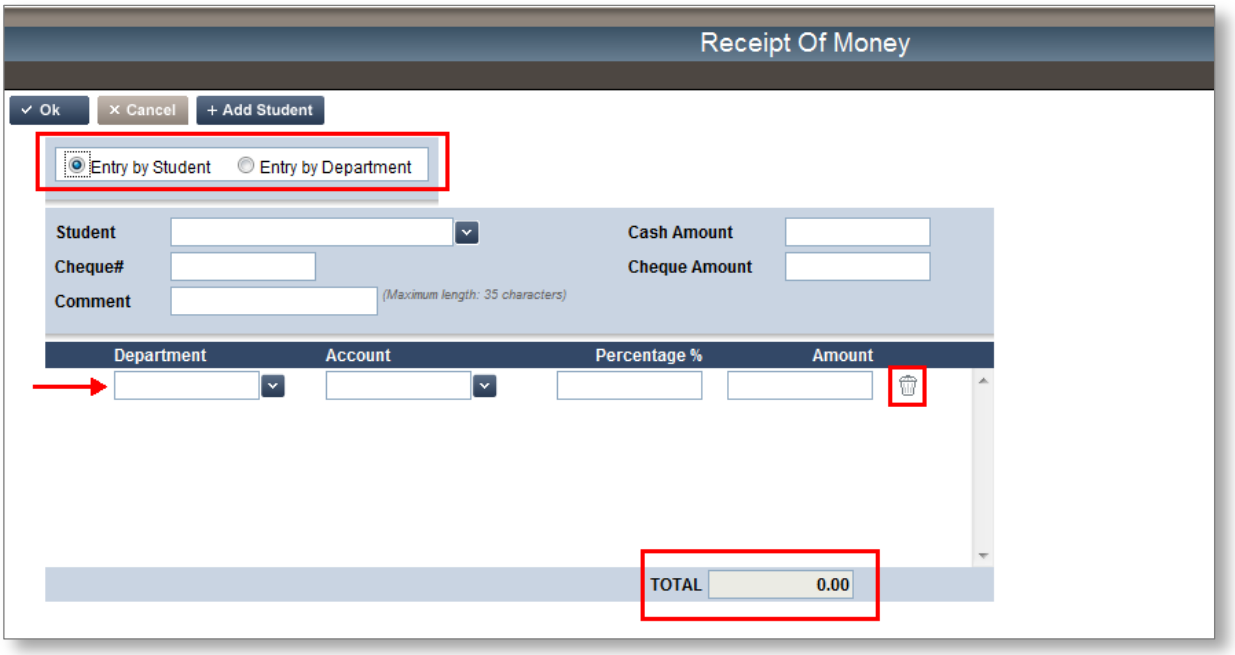
Entry by Student

If your District Office chose to upload your student database into eFunds, you will be able to enter receipts based on the student. Click the ***Entry by Student*** radio button.



1. Select the *Student* (, or type in the name field for auto-complete function).
2. Enter the *Cash Amount* (if you have not entered it in the *Cash Count* window).
3. Enter the *Cheque Amount* (if the payment was made by cheque).
4. Enter the *Cheque #* (if the payment was made by cheque).
5. Enter a *Comment*.

Note: By entering a Cheque Number here, you will be able to use the eFunds NSF option, if the cheque does get returned.

If you decide to enter in a grand total of multiple cheques here – and not itemize each one – you will not be able to use the NSF option if the cheque is returned; you will have to complete a journal entry.

6. Click the at *Department* to select from the list (*required field*).
7. Click the at *Account* to select from the list (*required field*).
8. Enter a **(%)** if you wish to split the G/L.

Note: If you need to split the GL accounts, make sure you TAB to get a new line!

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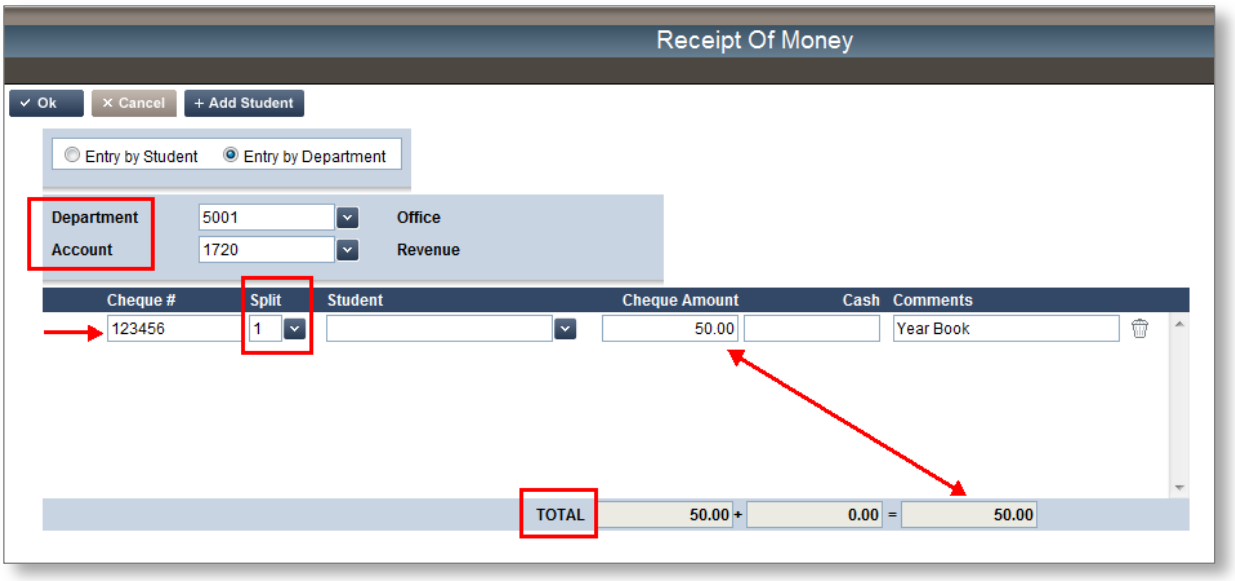
9. Click the Garbage Can icon to delete the G/L line (*if you err*).

10. Click ✓ Ok to return to the **Receipt of Money** main screen.

Note: If you make errors on this screen, you can ✕ Cancel to clear your data entry Also, if the student you are looking for was not part of the original load, you can click + Add Student to enter a new student's information.

Entry by Department

If your District Office chose not to upload student data into eFunds, then you will select the ***Entry by Department*** radio button.



1. Enter a *Department.*

2. Enter an *Account.*

3. Type in the *Cheque Number* (*if this is a cheque entry*).

4. *Split* (if your District is using Student information, you can split a cheque for a family that has multiple children but are paying with one cheque).

5. *Total* (a running total will appear on the bottom of the screen).

6. Click ✓ Ok to see the completed receipt.

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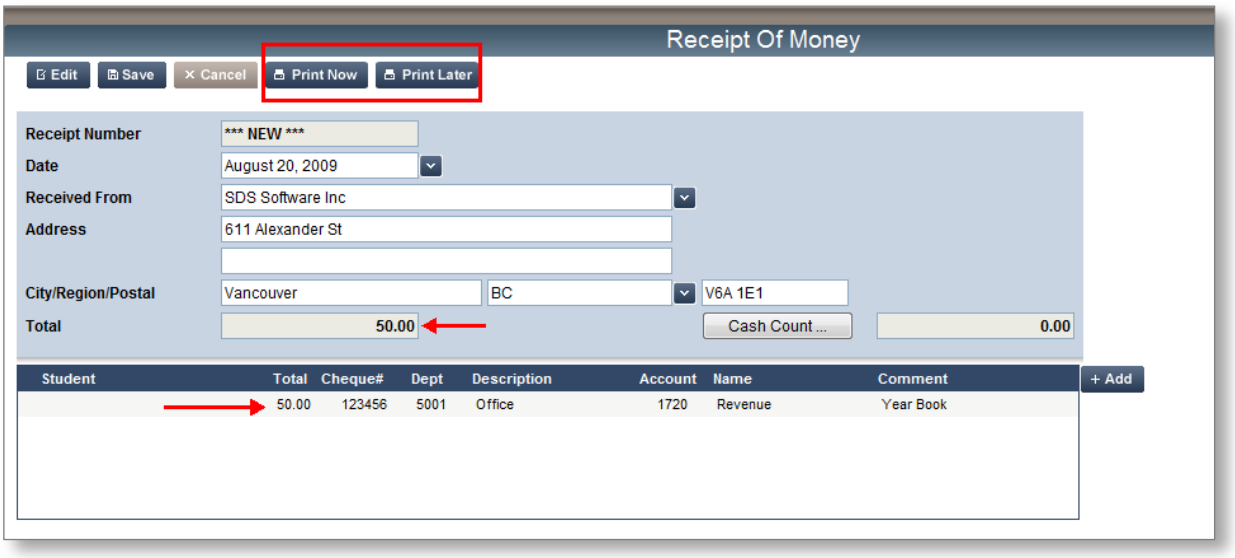
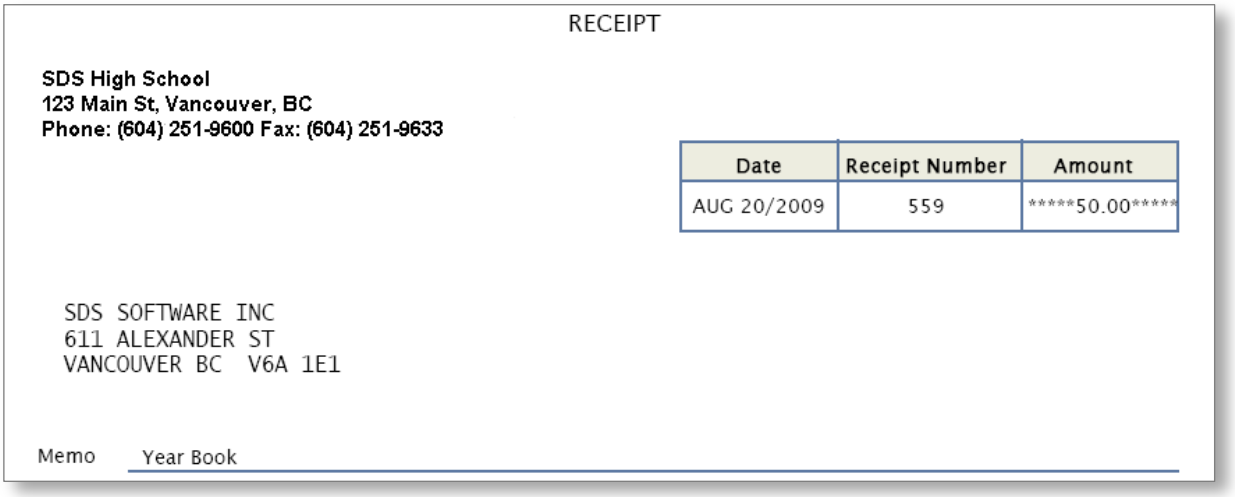


Once the **Receipt of Money** main screen appears, you will notice that the *Total* field has been populated with the sum of your cheque and cash entries, and that the area at the bottom of the screen is populated with the information you have entered.

7. You now have three options: Print Now, Print Later, or Save

Print Now	Create the PDF version of the receipt, which you can then print to the printer you choose.



Note: eFunds will print up to 3 receipts per page, if you decide to *Print Later* and there is more than one receipt in the queue.

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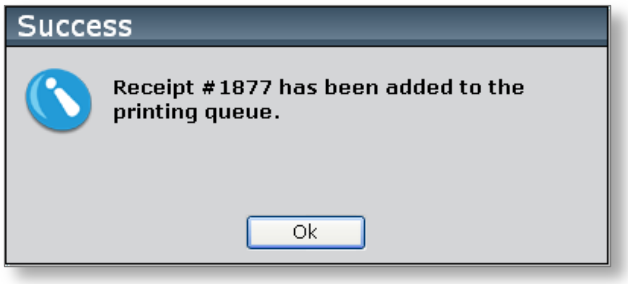
Print Later	Queue your receipt for printing at a later time; you will receive the following message : 

Note: If you *Print Now* or *Later*, you will get a receipt number that is auto-generated by the system.

If you decide to print your receipts at a later time, you will re-enter the *Receipt of Money* screen and click Print Now. If you click this button and there aren't any receipts ready for printing, you will receive an error pop-up warning you that there aren't any receipts to print

Save	Generate a receipt number and save the receipt. The receipt will **NOT** print.

8. Click Close to return to the **Welcome to eFunds** main screen

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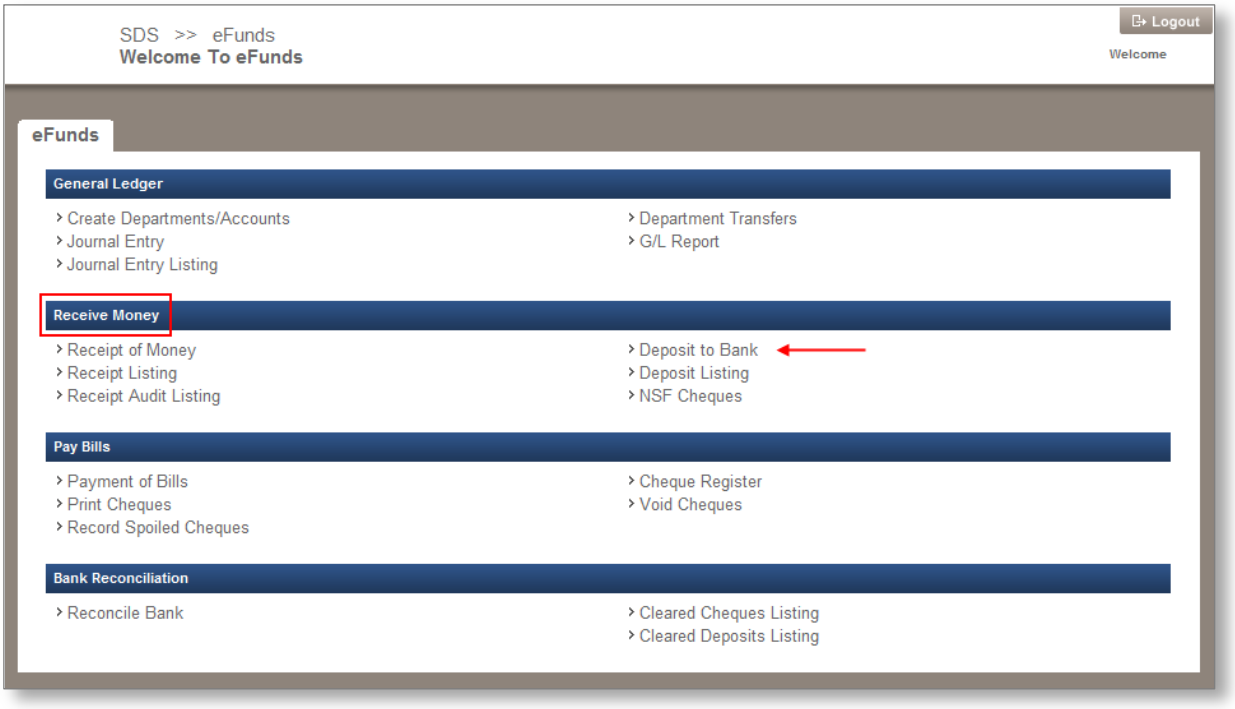
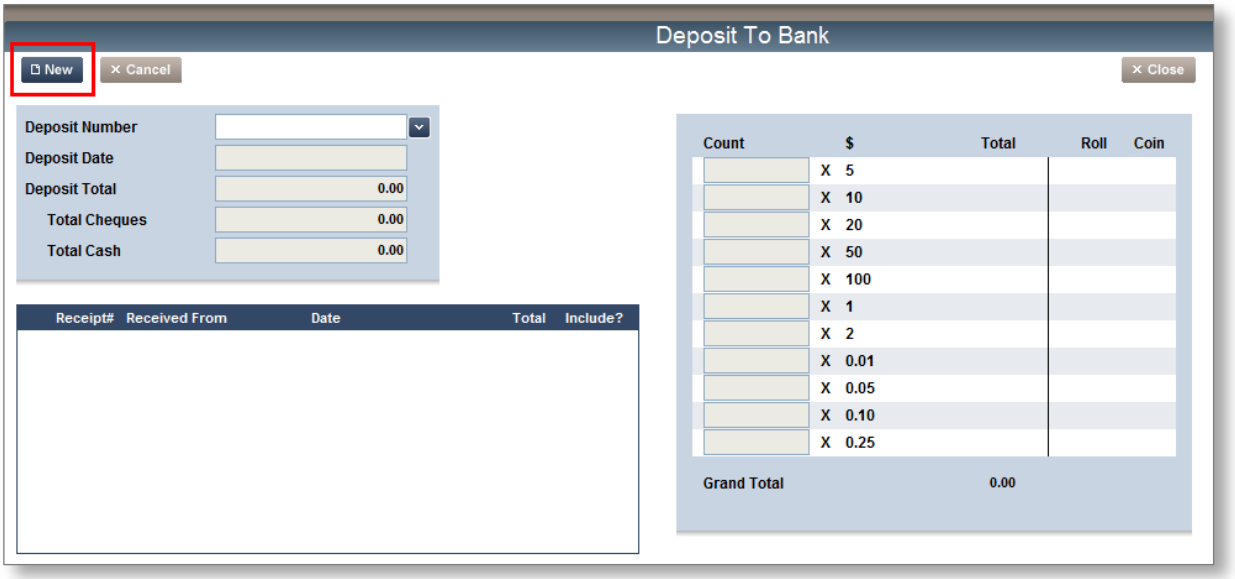
Deposit to Bank

In this section, you will learn how to create your bank deposits.



1. From the Receive Money section, click the **Deposit to Bank** link, the **Deposit to Bank** screen appears



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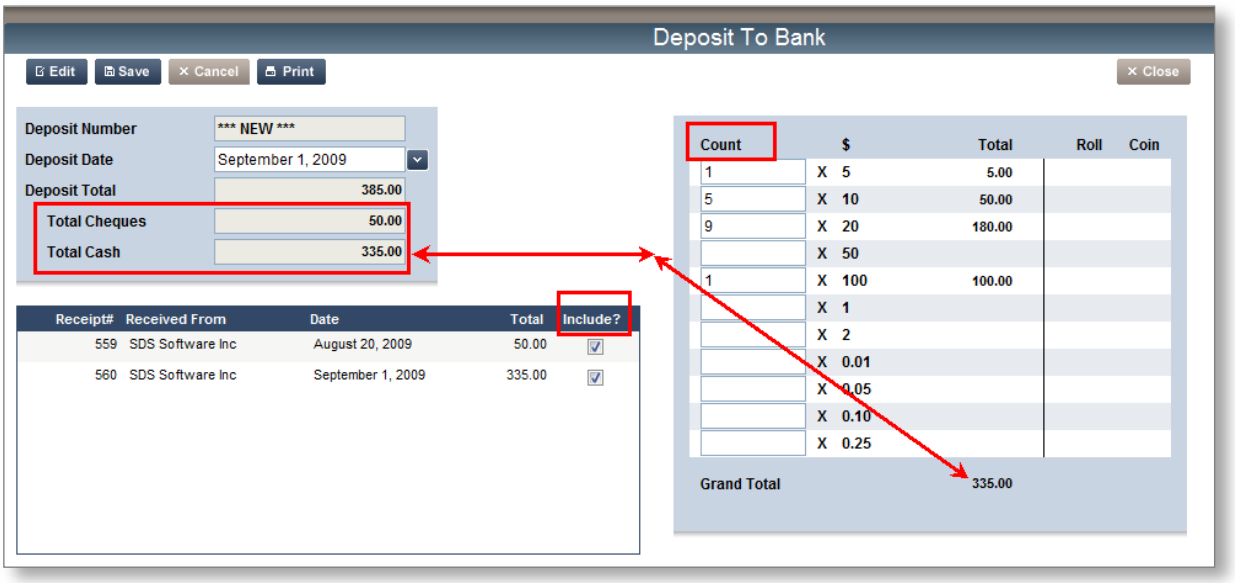
2. For a new deposit, click New, the screen refreshes with all the receipts that were entered ***after*** your last deposit, or ***not*** included in that last deposit



Field/Section:	Data:
Deposit Number	Auto-generated by system each time "New" is selected.
Deposit Date	Click to view the calendar and select the deposit date.
Deposit Total	This will be the total of your receipts selected to include in this deposit: cash and cheques.
Total Cheques	All cheques receipted since last deposit, or not included in the previous deposit.
Total Cash	All cash receipted since last deposit, or not included in the previous deposit.
Receipt Listing Section	Will list all receipts since last deposit, and those not included in the previous deposit – you can select which receipts to include by checking the Include? Box.
Count Section	This is a Required Field! Ensure to itemize your cash denominations here prior to printing your deposit or you will receive an error message

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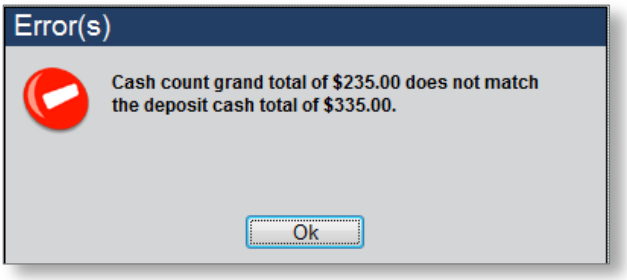

Note: The *Total Cash* amount MUST equal the *Grand Total* amount from the Count section in each deposit; this will help eliminate any typing errors when entering data.

3. Once you have selected which receipts to include, and your *Cash Count* equals your *Total Cash* field, click Print, your deposit is generated as a PDF.

Note: If you are not ready to print your deposit now, you can save it and it will be ready for printing at a later time

4. Click the Printer icon from the PDF toolbar to print your deposit slip.

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BANK DEPOSIT SLIP No. 280- 63

Credit Account Of			
SDS High School 123 Main St, Vancouver, BC Phone: (604) 251-9600 Fax: (604)			
Deposit Date	September 1, 2009		
Deposit By			
Financial Institution	ROYAL BANK OF CANADA	Cash Subtotal	335.00
Branch Number	09403	Cheque Subtotal	50.00
Account Number	1153279	Deposit Total	385.00

Cash Count	$ Denomination	Total	Coin Rolls	Loose Coins
1	X 5	5.00		
5	X 10	50.00		
9	X 20	180.00		
	X 50			
1	X 100	100.00		
	X 1 Coin			
	X 2 Coin			
	X 0.01 Coin			
	X 0.05 Coin			
	X 0.10 Coin			
	X 0.25 Coin			
Cash Total		335.00		

Item	Cheque#	Receipt#	Amount
1	123456	559	50.00
Cheque Total			50.00

Page 1 of 1

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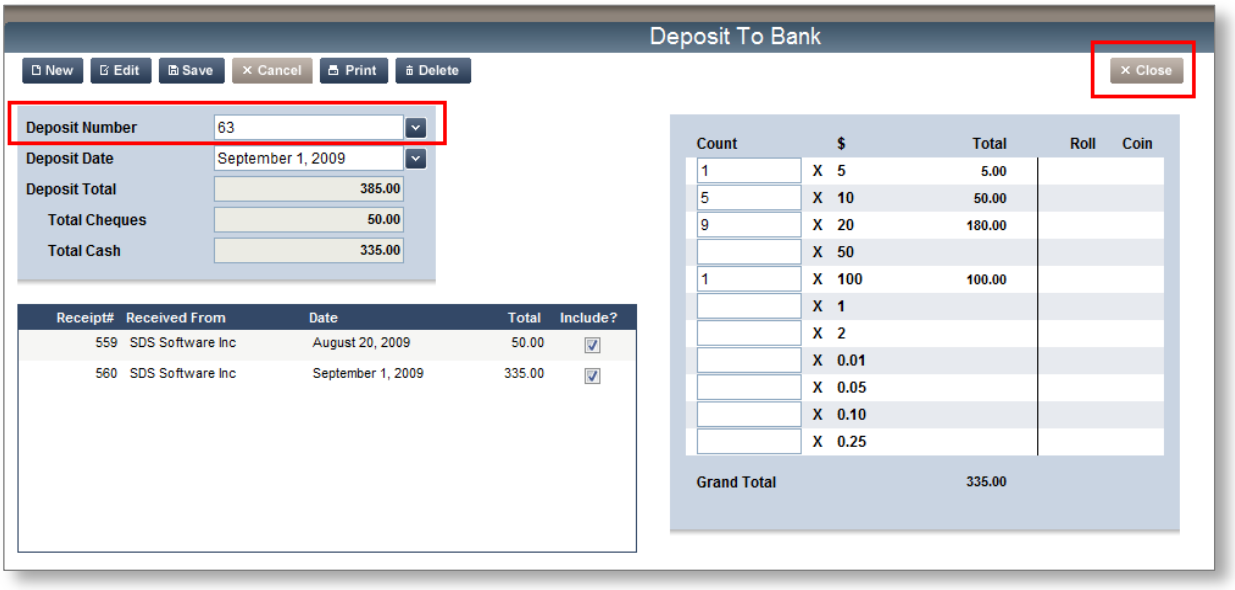
Once your deposit slip has printed, close the PDF, and when you go back to the **Deposit to Bank** screen, you will see your system-generated *Deposit Number*:



5. Click to return to the **Welcome to eFunds** main screen

Congratulations! You have just learned how to create a bank deposit.

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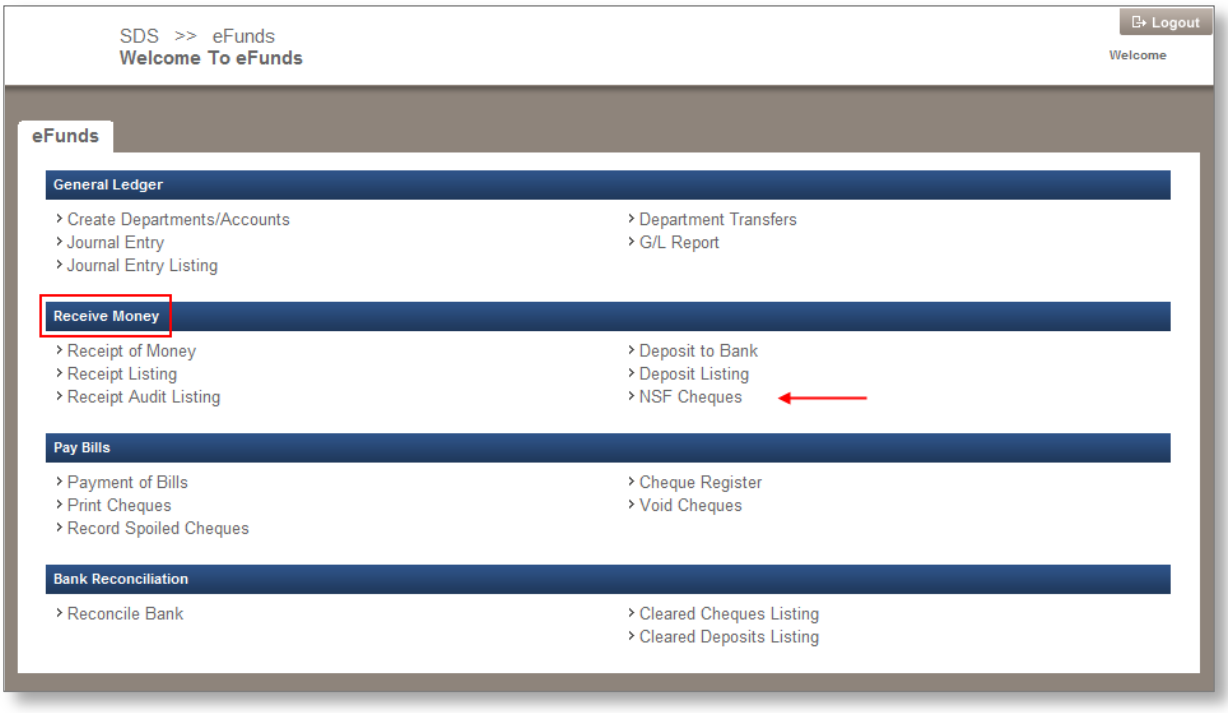
NSF Cheques

In this section, you will learn how to process an NSF cheque in eFunds.



1. From the Receive Money section, click the **NSF Cheques** link, the **NSF Cheques** screen appears.

2. Enter the NSF *Cheque Number*, or click to search and select from your saved cheque listing; the screen will refresh with the cheque data.

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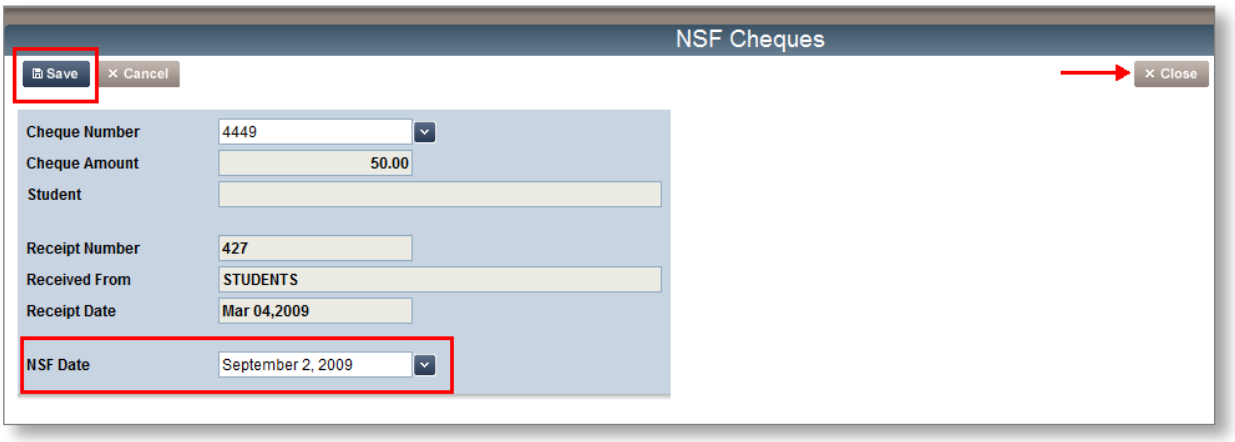

3. Click the *NSF Date* and select the date the cheque was NSF; your bank statement should provide this information for you.

4. Click Save, the screen refreshes and is now clear; the cheque has now been assigned an NSF status and the reversing G/L entries have taken place.

5. Click Close to return to the Welcome To eFunds main screen.

Congratulations! You have just learned how to process an NSF cheque in eFunds.

Note: You will only be able to process an NSF cheque this way IF you receipted the cheque on an individual basis, and not as part of a group of cheques. If the NSF cheque was part of a group of receipted cheques, you will need to adjust your balance with a journal entry (shown in another section of this guide).

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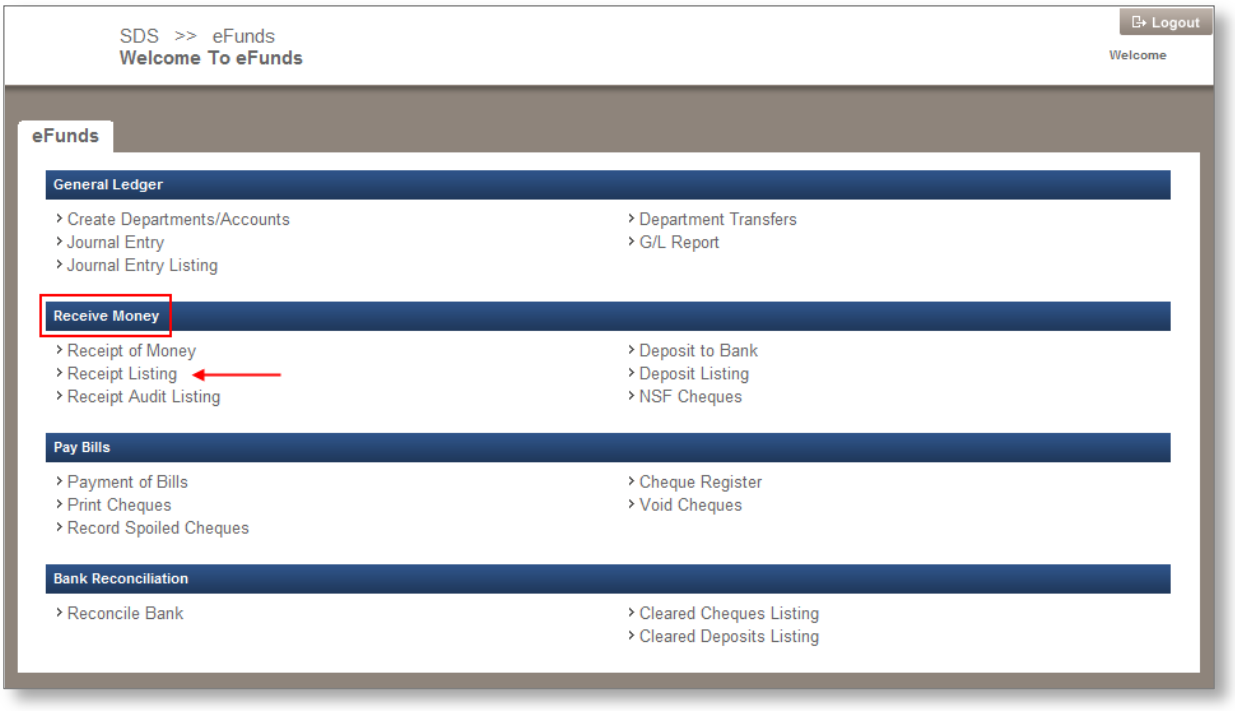
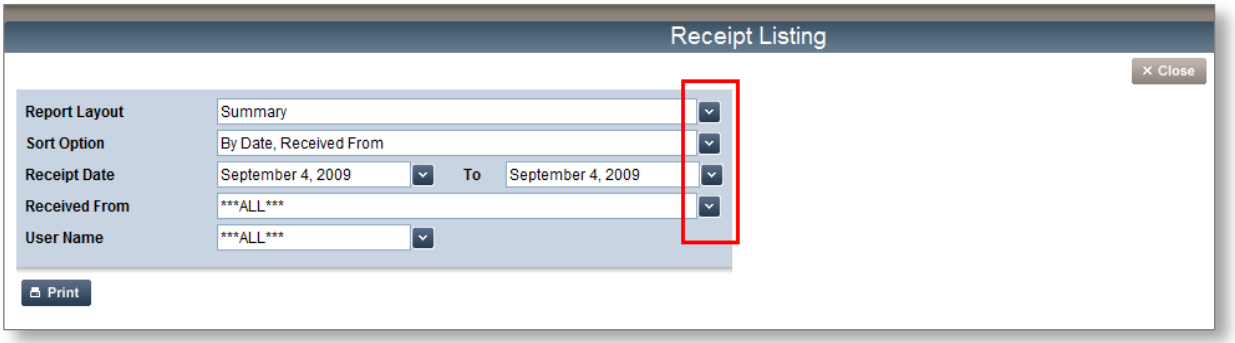
Receipt Listing

You can run a report to view a Summary or Detail list of your receipts at anytime.



1. From the Receive Money section, click the **Receipt Listing** link, the **Receipt Listing** screen appears



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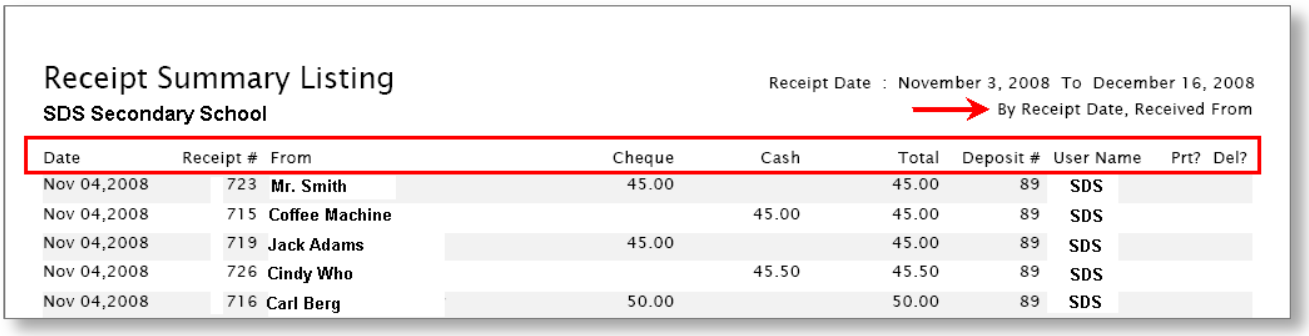
2. Select your report filters :

Filter:	Options:
Report Layout	Summary, Details, or Student Details
Sort Option	By Date, Received From By Received From, Date By User Name, Date, Received From By Deposit #, Date, Received From By Receipt #
Receipt Date	Same day or Range
Received From	All or Individual
User Name	All or Specific User

3. Click Print, the report is generated as a PDF



Receipt Summary Listing

SDS Secondary School

Receipt Date : November 3, 2008 To December 16, 2008

By Receipt Date, Received From

Date	Receipt #	From	Cheque	Cash	Total	Deposit #	User Name	Prt?	Del?
Nov 04,2008	723	Mr. Smith	45.00		45.00	89	SDS		
Nov 04,2008	715	Coffee Machine		45.00	45.00	89	SDS		
Nov 04,2008	719	Jack Adams	45.00		45.00	89	SDS		
Nov 04,2008	726	Cindy Who		45.50	45.50	89	SDS		
Nov 04,2008	716	Carl Berg	50.00		50.00	89	SDS		

4. Print the report (click the printer icon from the PDF toolbar.)

5. Click × Close to return to the ***Welcome to eFunds*** main page

Note: This report will feature columns such as *Date*, *Receipt #*, *From*, *Cheque*, *Cash*, *Total*, *Deposit #*, *User Name*, *Prt?*, *Del?*

If there is a "Y" flag in the *Prt?* Column, then the receipt has been printed; if there is a "Y" flag in the *Del?* Column, then the receipt has been deleted.

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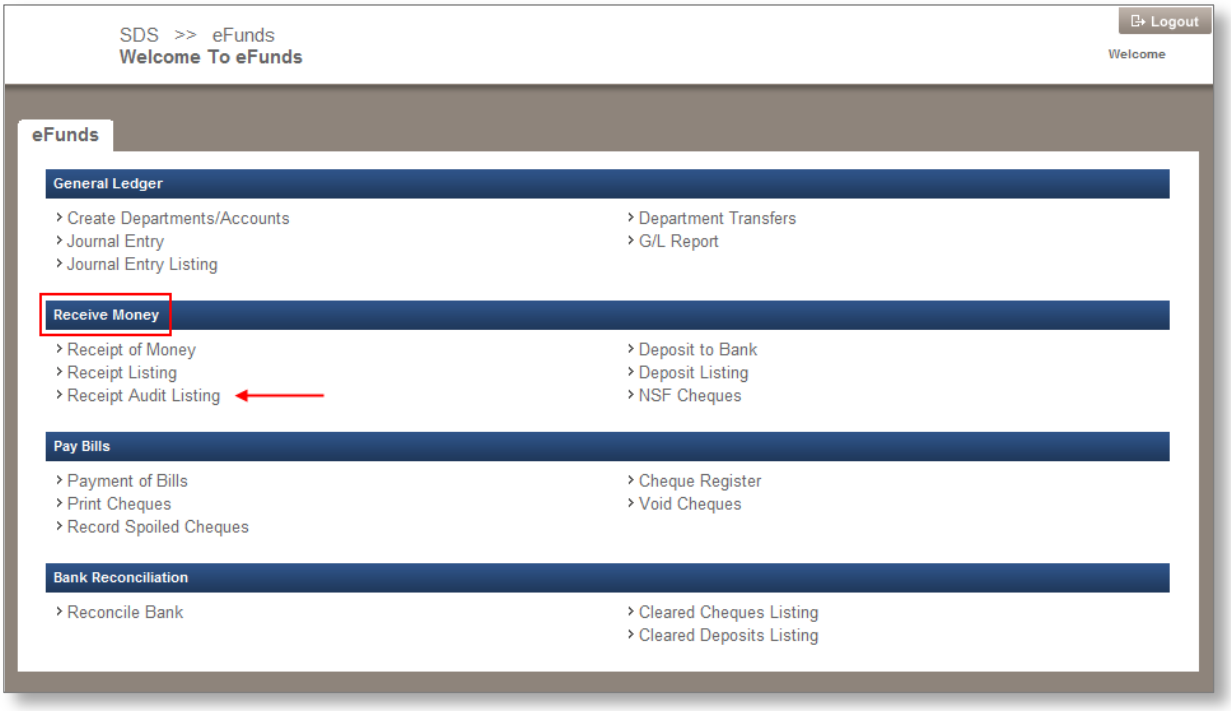
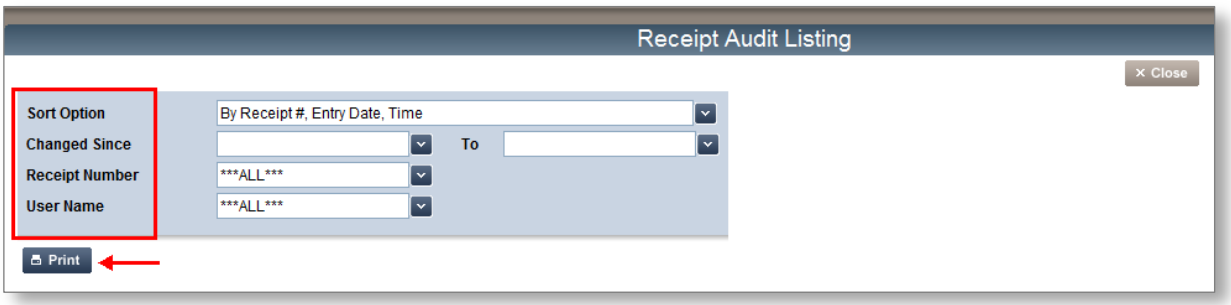
Receipt Audit Listing

The **Receipt Audit Listing** report will generate a list of all receipts added, modified, printed, or deposited, within a specified date range.



1. From the Receive Money section, click the **Receipt Audit Listing** link, the **Receipt Audit Listing** screen appears.



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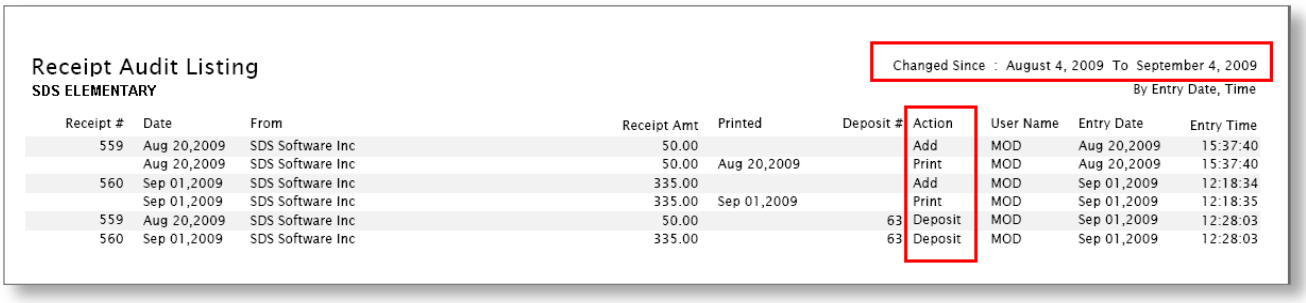
2. Select your filters :

Filter:	Options:
Sort Option	Receipt #, Entry, Date, Time Entry Date, Time
Changed Since	Date range to audit
Receipt Number	For a specified receipt
User Name	For a specified eFunds user

3. Click Print, the report is generated as a PDF



Receipt Audit Listing
SDS ELEMENTARY

Changed Since : August 4, 2009 To September 4, 2009
By Entry Date, Time

Receipt #	Date	From	Receipt Amt	Printed	Deposit #	Action	User Name	Entry Date	Entry Time
559	Aug 20,2009	SDS Software Inc	50.00			Add	MOD	Aug 20,2009	15:37:40
	Aug 20,2009	SDS Software Inc	50.00	Aug 20,2009		Print	MOD	Aug 20,2009	15:37:40
560	Sep 01,2009	SDS Software Inc	335.00			Add	MOD	Sep 01,2009	12:18:34
	Sep 01,2009	SDS Software Inc	335.00	Sep 01,2009		Print	MOD	Sep 01,2009	12:18:35
559	Aug 20,2009	SDS Software Inc	50.00		63	Deposit	MOD	Sep 01,2009	12:28:03
560	Sep 01,2009	SDS Software Inc	335.00		63	Deposit	MOD	Sep 01,2009	12:28:03

4. Print the report (click the printer icon from the PDF toolbar.)

5. Click × Close to return to the **Welcome to eFunds** main page.

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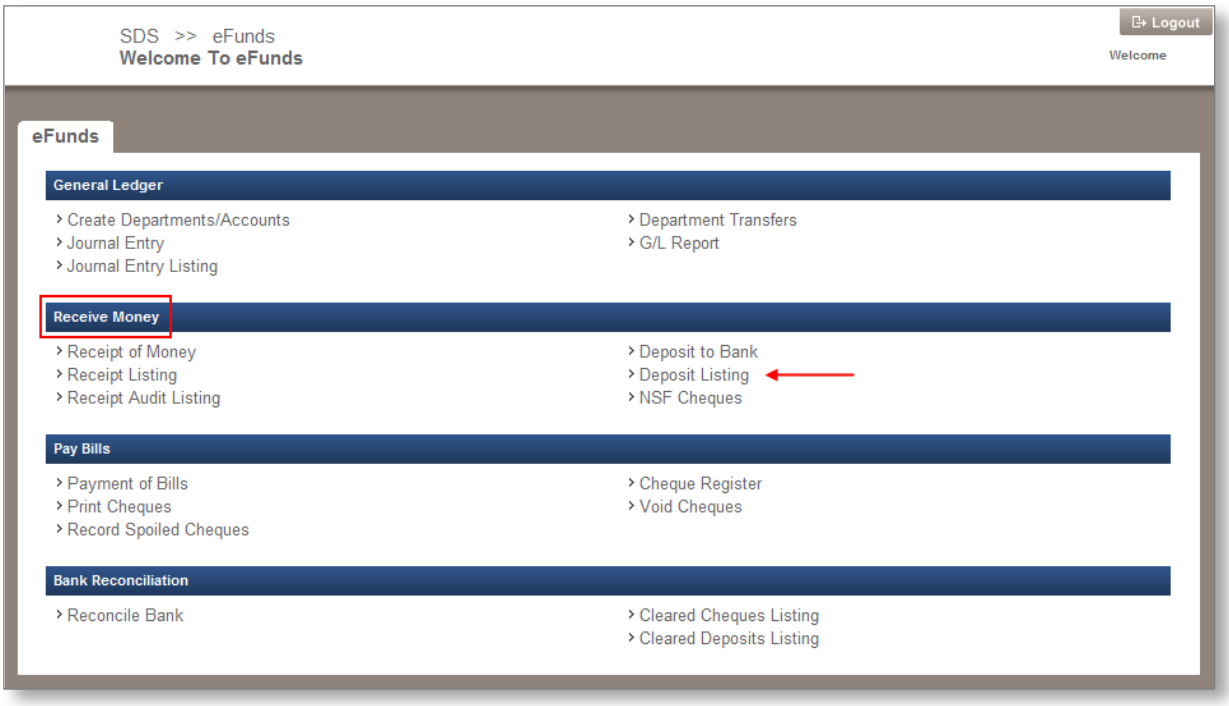
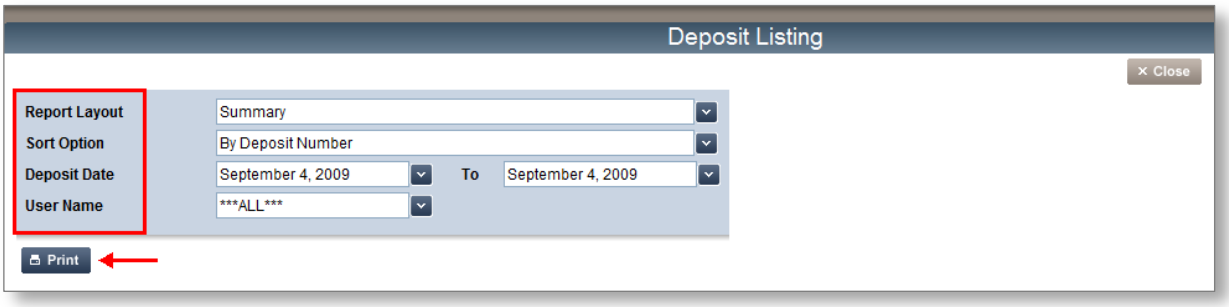
Deposit Listing

eFunds provides you with a listing of all your Deposits for a specified date range.



1. From the Receive Money section, click the **Deposit Listing** link, the **Deposit Listing** screen appears.



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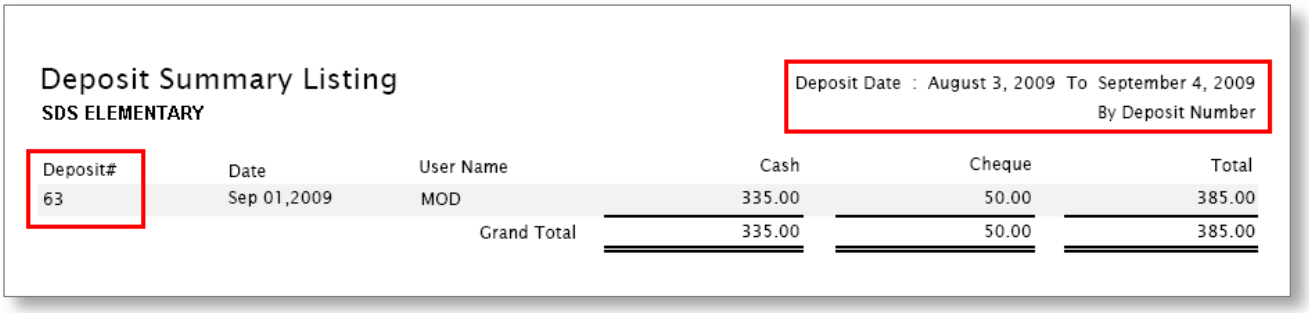
2. Select your filters :

Filter:	Options:
Report Layout	Summary Detail
Sort Option	Deposit Number Deposit Date User Name, Deposit Number
Deposit Date	For a specified date range
User Name	For a specified eFunds user

3. Click Print, the report is generated as a PDF.



Deposit Summary Listing

SDS ELEMENTARY

Deposit Date : August 3, 2009 To September 4, 2009
By Deposit Number

Deposit#	Date	User Name	Cash	Cheque	Total
63	Sep 01,2009	MOD	335.00	50.00	385.00
		Grand Total	335.00	50.00	385.00

4. Print the report (click the printer icon from the PDF toolbar.)

5. Click Close to return to the **Welcome to eFunds** main page

Note: Running this listing as a detail report will show all the receipts that were part of each deposit.

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General Ledger

In this section, you will learn how to create Department Accounts (*if applicable in your district*), initiate Department transfers, and create Journal Entries.

Create Departments/Accounts

When creating Departments/Accounts, there are three different scenarios that can play out in your district:

1. Your district office has provided the departments and accounts for you, and if required, you will contact the district office if and when, additional departments and accounts are needed.

2. Your district office has provided the departments for you, and you will apply allocated accounts to each department.

3. Your district office has allocated a range of department and accounts for you to apply.

The differences between all three scenarios will be the access level in the **Create Departments/Accounts** screen. Depending on the scenario in place at your district, some options will be disabled; this will tell you what your district has decided on.

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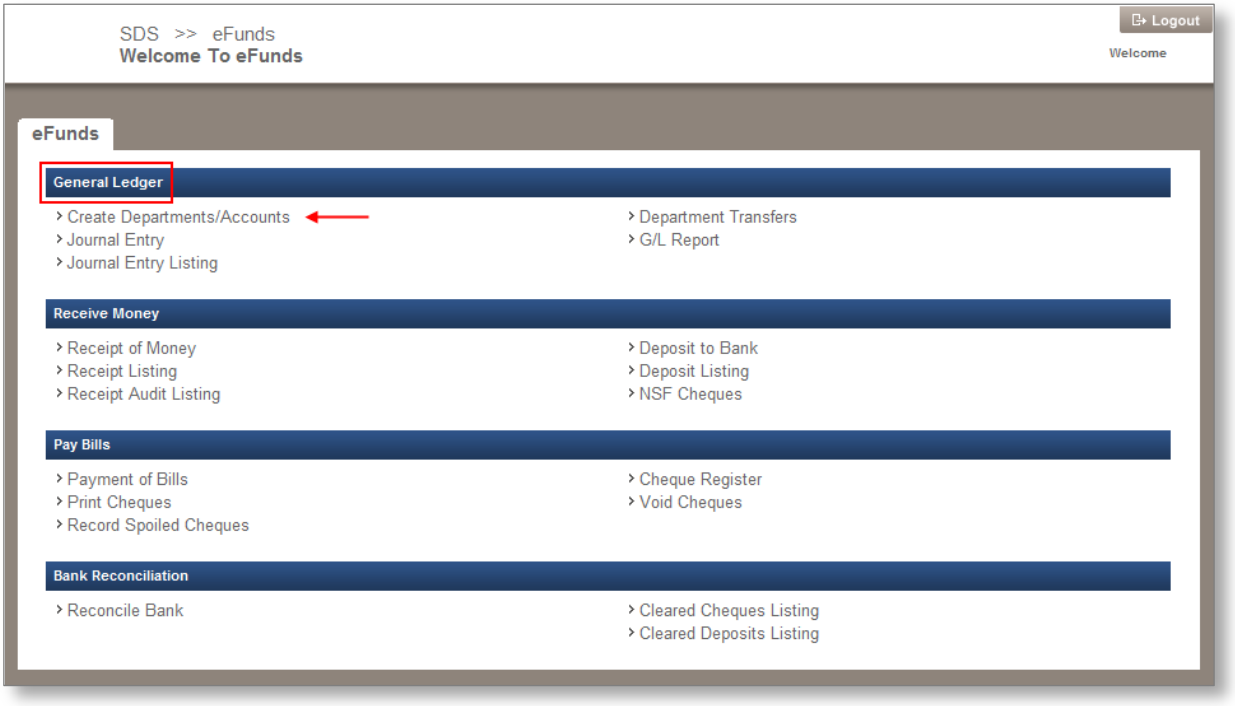
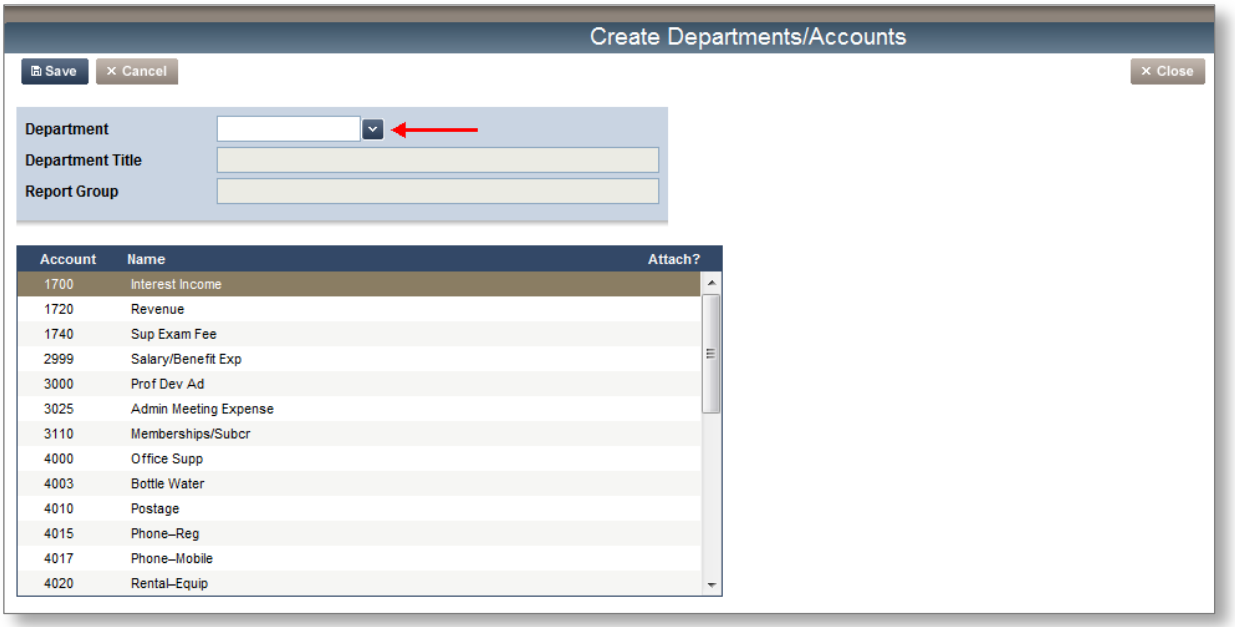
Scenario I



1. From the General Ledger section, click the **Create Departments/Accounts** link, the **Create Departments/Accounts** screen appears.



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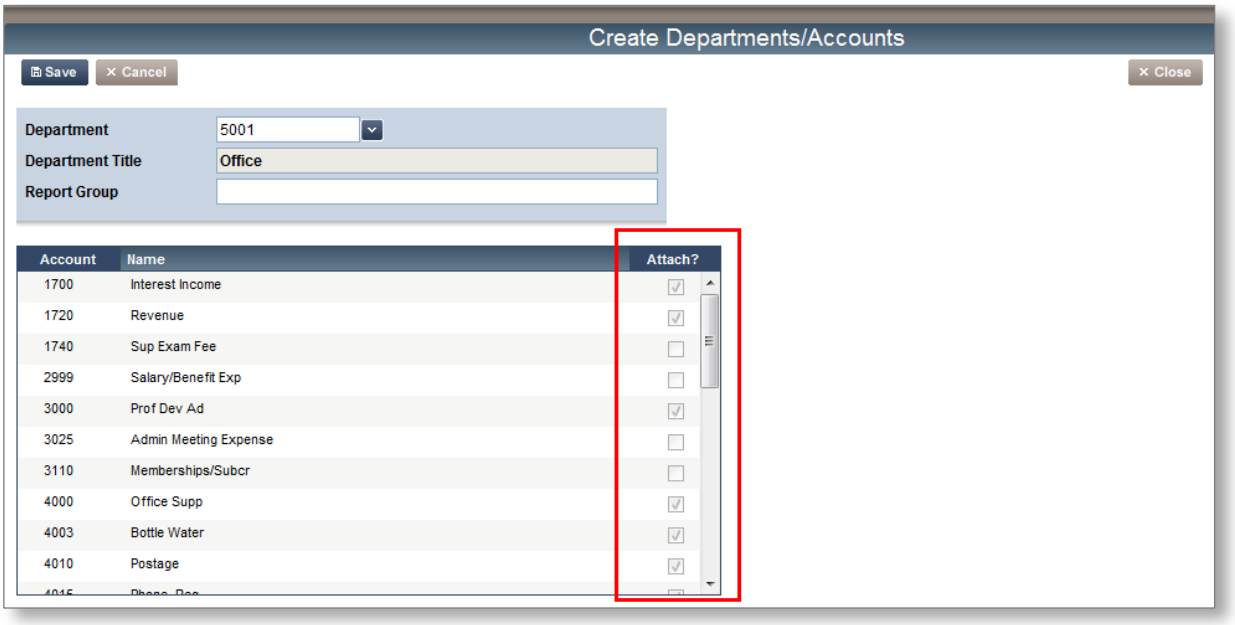
In Scenario I, your district has provided you with both the Departments and the Accounts for each department; therefore, once you select a Department, the screen will refresh and you will see the accounts attached to that department.

In this scenario, the *Attach?* column will be disabled (greyed out), but you will still be able to view all your Departments and Accounts.

2. Click the *Department* , and select a Department; the department accounts will populate in the area provided.



Note: In this scenario you will see those accounts available to you in any department – they will have a check mark in the *Attach?* column. If you require an additional account, you will have to contact your district office & they will administer your Departments and Accounts.

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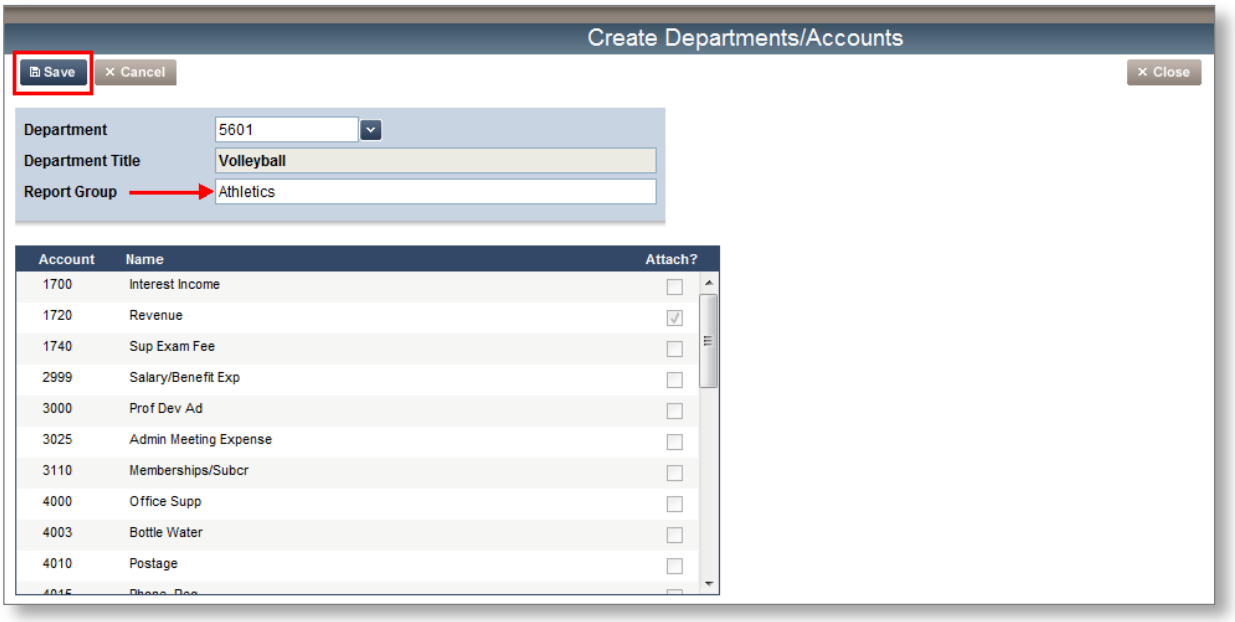
Adding Report Groups

You will have the option to create specific Report Groups for your eFunds General Ledger, regardless of the scenario in your district. For example, you might want to create a group for "Athletics" and associate all athletic type departments to that group. This will allow you to report on a group of similar departments in one report.



1. Select a Department that you consider to be associated with "Athletics" (i.e. Volleyball)
2. In the Report Group field, type in the name of the report group – i.e. "Athletics"
3. Click Save and repeat steps 1-2, for all your "Athletic" departments

You will now be able to report on "Athletics" as a group of departments. An example of this G/L report will follow shortly.

4. If you have no other groups to attach, please click Close to go back to the **Welcome to eFunds** main screen.

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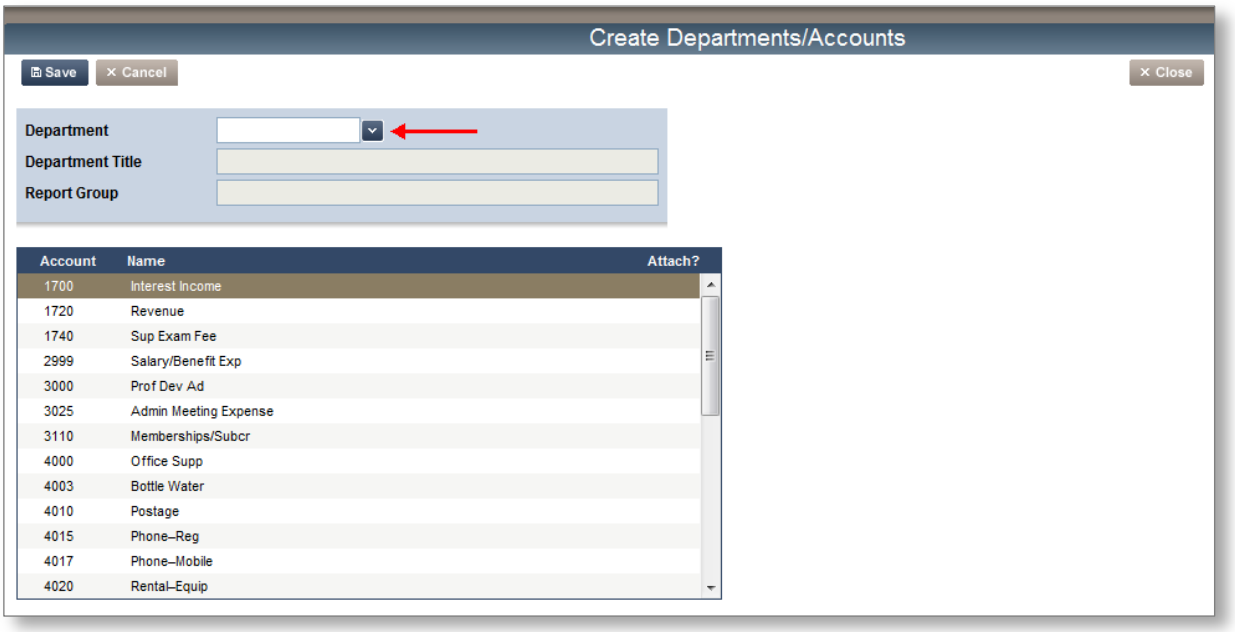
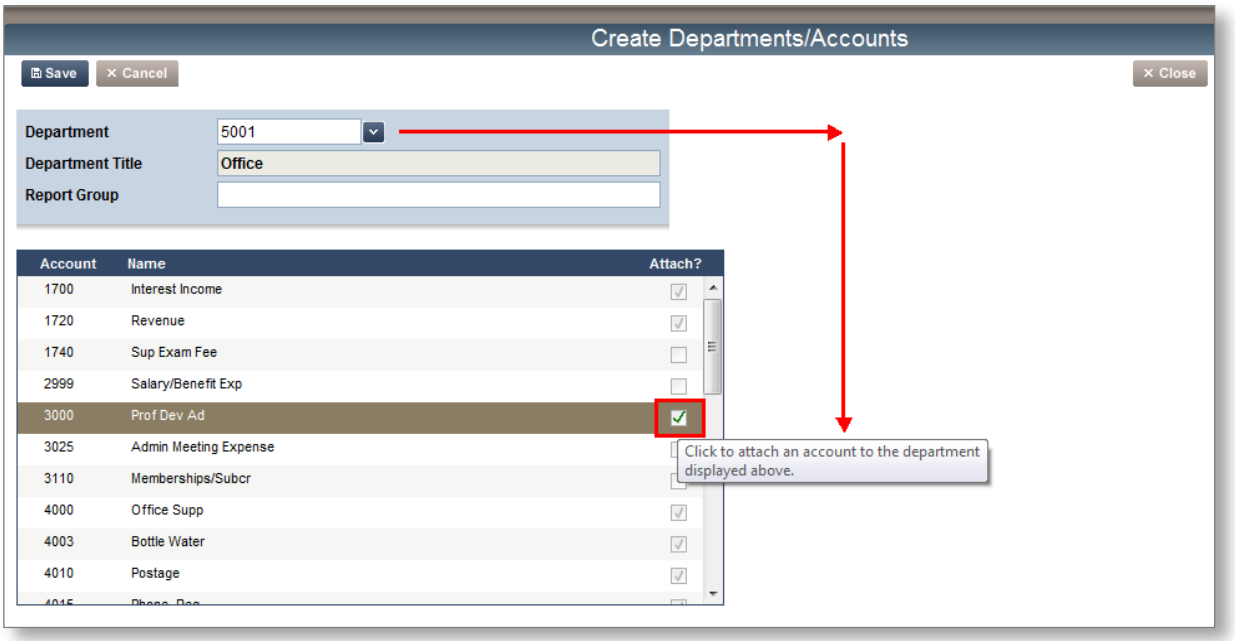
Scenario II

In this scenario, your district has provided you with the Departments, and it is up to you to attach the Accounts required to each department.

1. From the General Ledger section, click the **Create Departments/Accounts** link, the **Create Departments/Accounts** screen appears.



2. Select a *Department* to attach accounts to, click the *Department*



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3. Click **inside the check box** of the available **Account(s)** you wish to attach to the Department (the line of the selected account will display in brown verifying your selection and a green check mark will appear inside the check box.)

4. Click

, the screen refreshes and the check box for the account(s) you attached appears (greyed out), but with a check mark

5. Click

to return to the **Welcome to eFunds** main screen

Note: In this scenario, you will also be able to utilize the "Report Group" field, please see the section called "Adding Report Groups" for a step-by-step demonstration

Scenario III

Scenario III will work similar to Scenario II; however in scenario III you will choose both your Departments and the allocated Accounts for each department.

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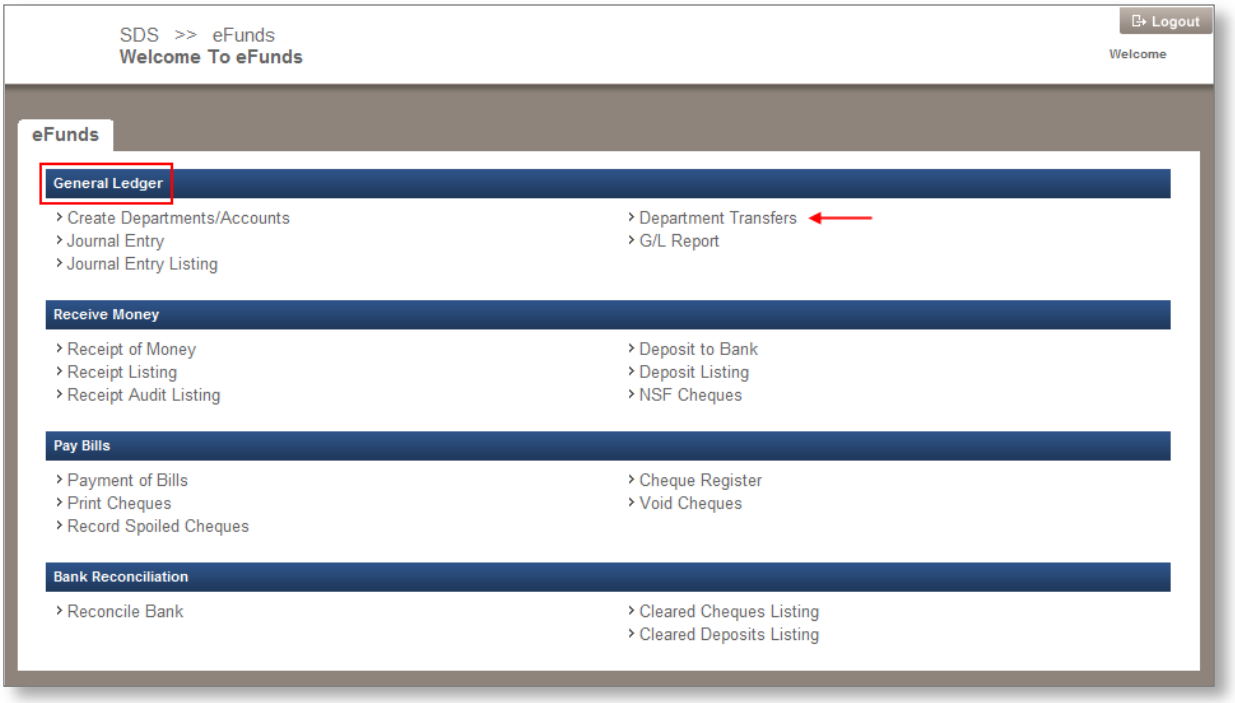
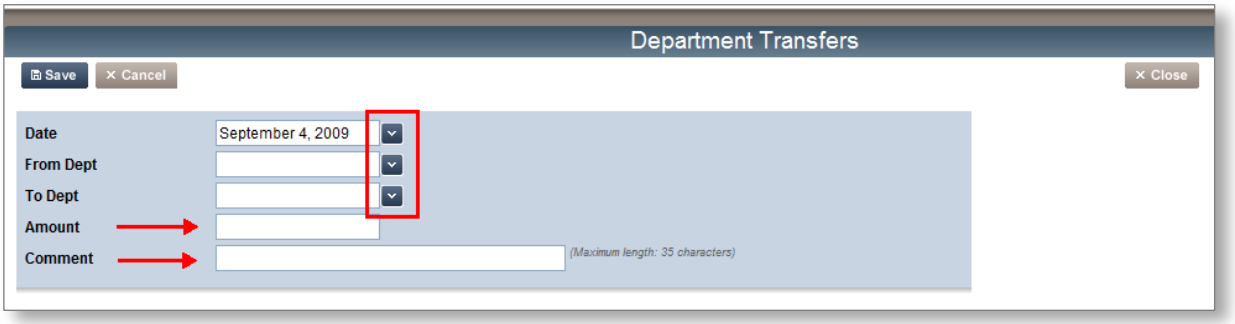
Department Transfers

In this section, you will learn how to transfer funds from one department to another in eFunds. Remember, these funds are really all kept in one account, so the transfer of funds is a book keeping function for your school's departments.



1. From the General Ledger section, click the **Department Transfers** link, the **Department Transfers** screen appears.



2. Click the *Date* and select the date for your transfer.

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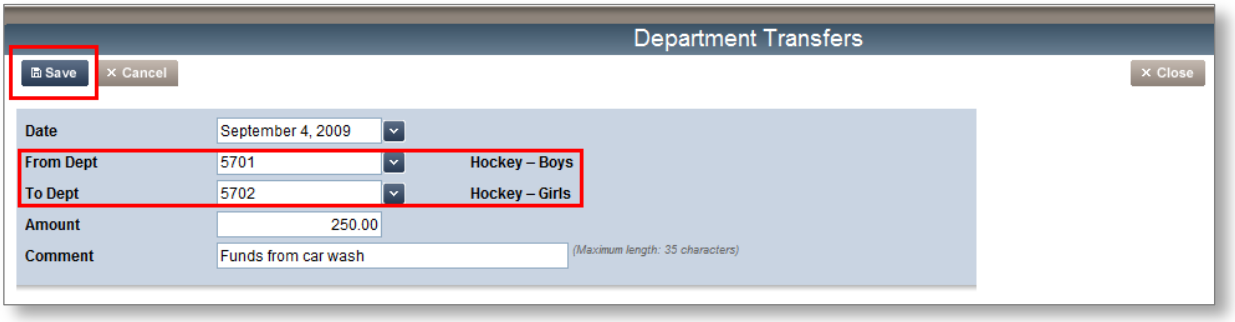
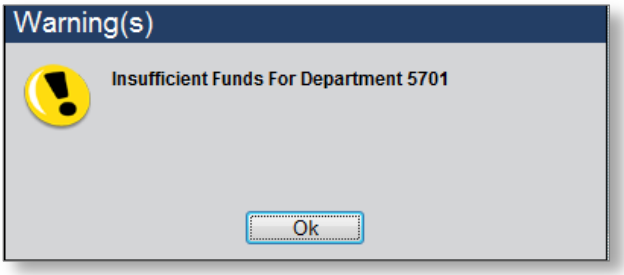
3. Click the *From Dept* and select the department the funds are coming from.
4. Click the *To Dept* and select the department the funds will move to.
5. Enter the *Amount* of the transfer.
6. Add a *Comment*, **this is a required field** (i.e. Funds from car wash fund raiser) – you have a maximum of 35 characters to use.



Note: In this example, the boys and girls hockey teams participated in a fund raising car wash. They raised $500, and the deposit was made to the boy's hockey department (5701) – the transfer of $250 to the girl's hockey department (5702) was to split the funds raised by both teams

7. Click Save, your transfer is complete!

If there are insufficient funds in the department that the funds are coming from, you will receive this warning:



Note: The system will still allow the transfer to take place, and your G/L will show a negative balance for the originating department. Just click OK.

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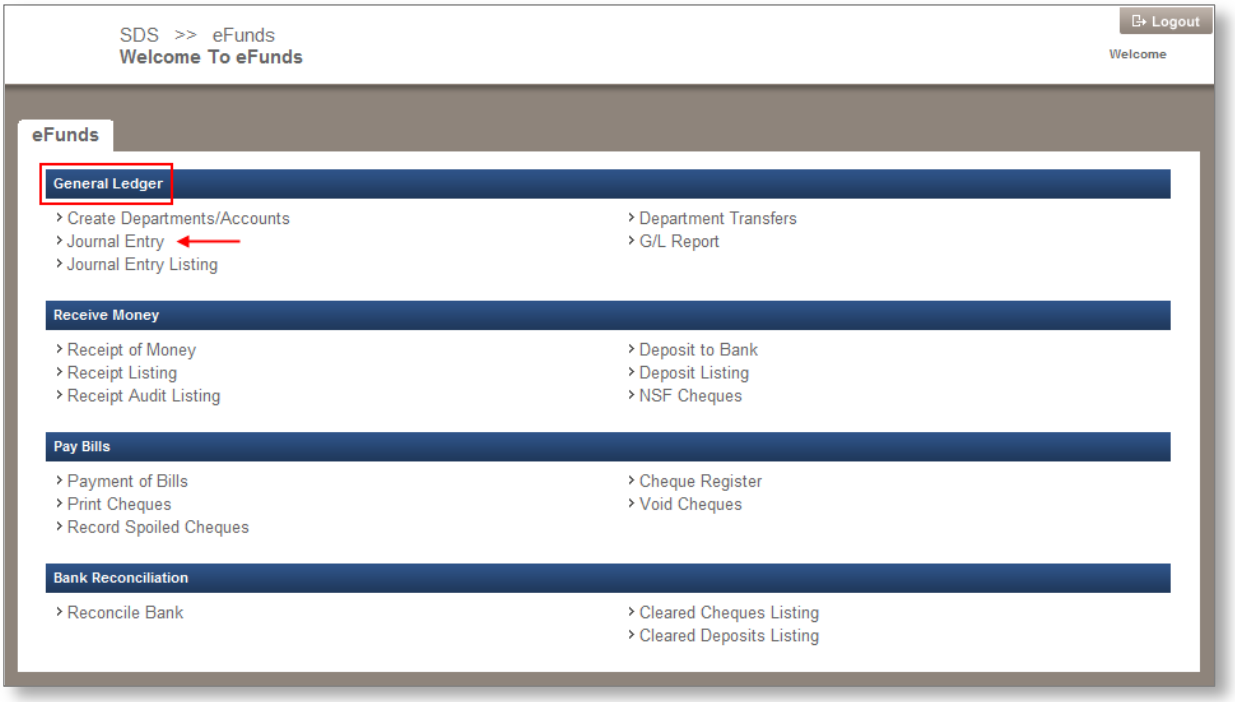
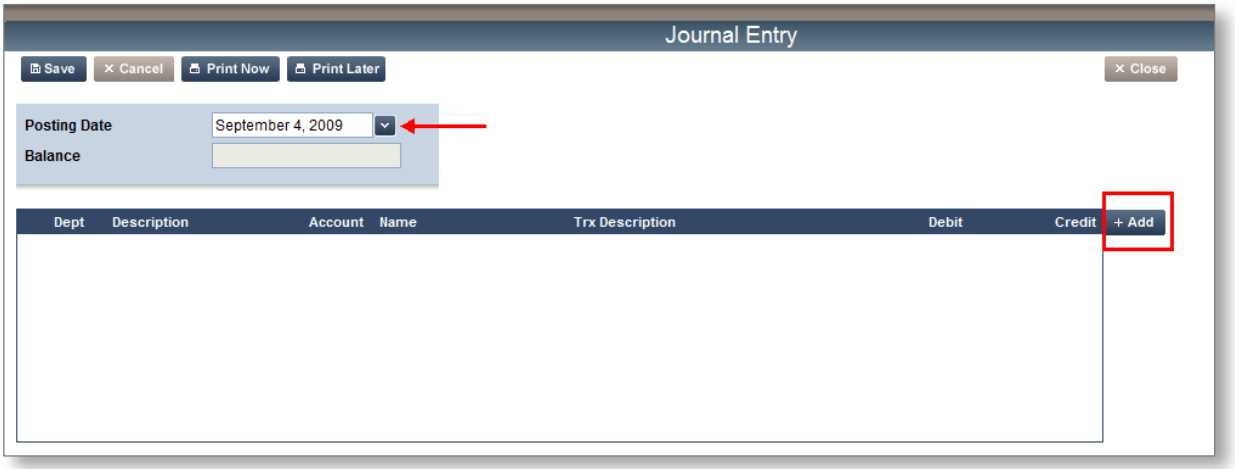
Journal Entry

In this section, you will learn how to complete a journal entry in eFunds by completing a Credit and Debit entry to the appropriate accounts.



1. From the General Ledger section, click the **Journal Entry** link, the **Journal Entry** screen appears.



2. Click the *Posting Date* to select a date from the calendar.

3. Click + Add to add a **new transaction,** a pop-up screen appears.

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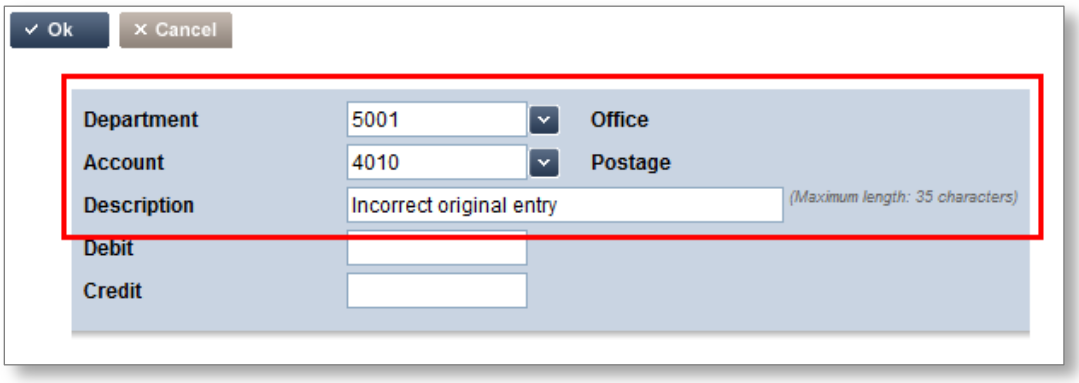
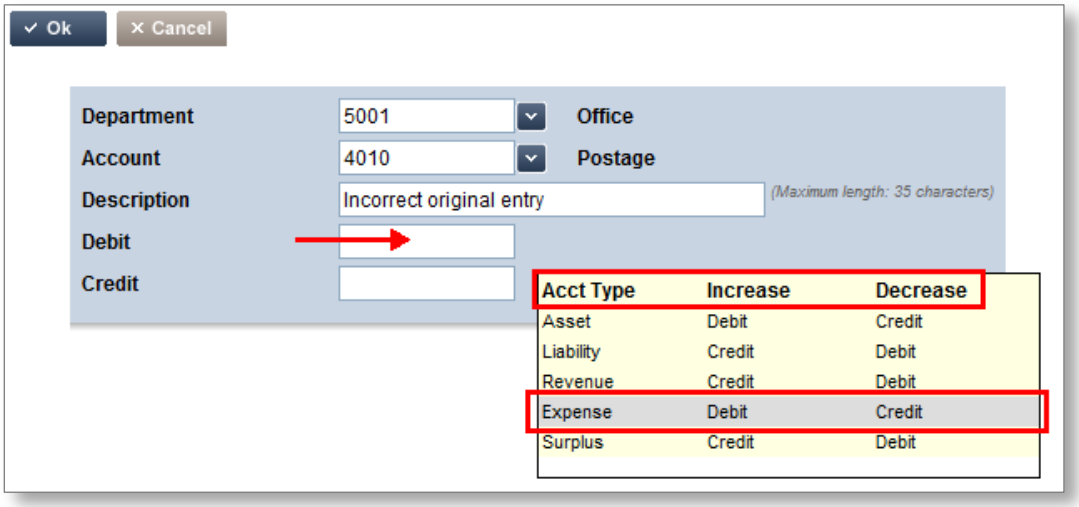


4. Click the *Department* and select the department.

5. Click the *Account* and select the account.

6. Type in a *Description* of your transaction.



Note: If you hover your mouse over the Debit or Credit field, a hint box will appear to help you.

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The following chart is a guide which explains what will occur in different scenarios:

Where the Account Type is:	To Increase the Account	To Decrease the Account
Asset	Enter the amount in the **Debit** field	Enter the amount in the **Credit** field
Liability	Enter the amount in the **Credit** field	Enter the amount in the **Debit** field
Revenue	Enter the amount in the **Credit** field	Enter the amount in the **Debit** field
Expense	Enter the amount in the **Debit** field	Enter the amount in the **Credit** field
Surplus	Enter the amount in the **Credit** field	Enter the amount in the **Debit** field

Note: You MUST have 2 transactions for all your journal entries; you will require a CREDIT to one account, and a DEBIT to another. You CANNOT complete a journal entry without a $0.00 balance!

7. Enter the *Debit* or *Credit* entry in the correct field.
8. Click ✓ Ok.

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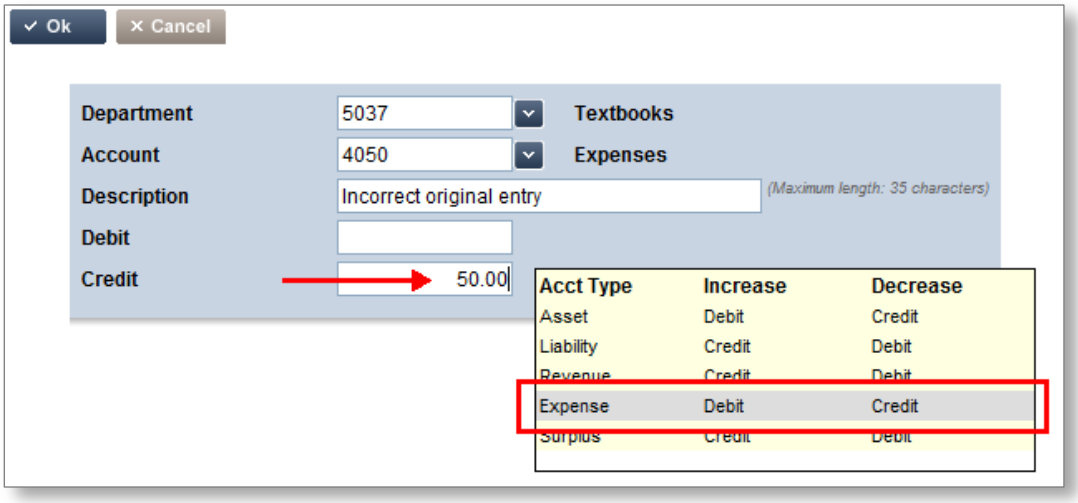
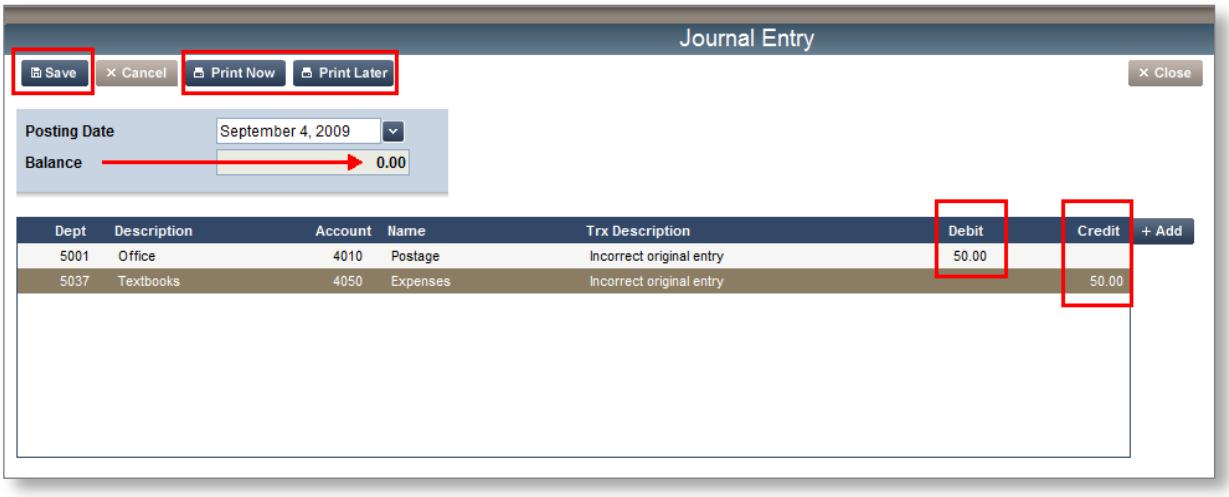
In this example, a **$50.00 Debit** was added to an (expense) account, therefore ***increasing*** that account; the next step will be to add a **$50 Credit** to an account (asset/bank), therefore ***decreasing*** that account, to complete the journal entry.

9. Click + Add , to add your balancing transaction.



Note: this Credit entry will balance the previous Debit entry, allowing you to complete this journal entry with a 0.00 balance

10. Click **OK**



11. Click Print Now to print a copy of the journal entry now; or click Print Later to queue and print a copy later, or click Save to only save the journal entry and not print it.

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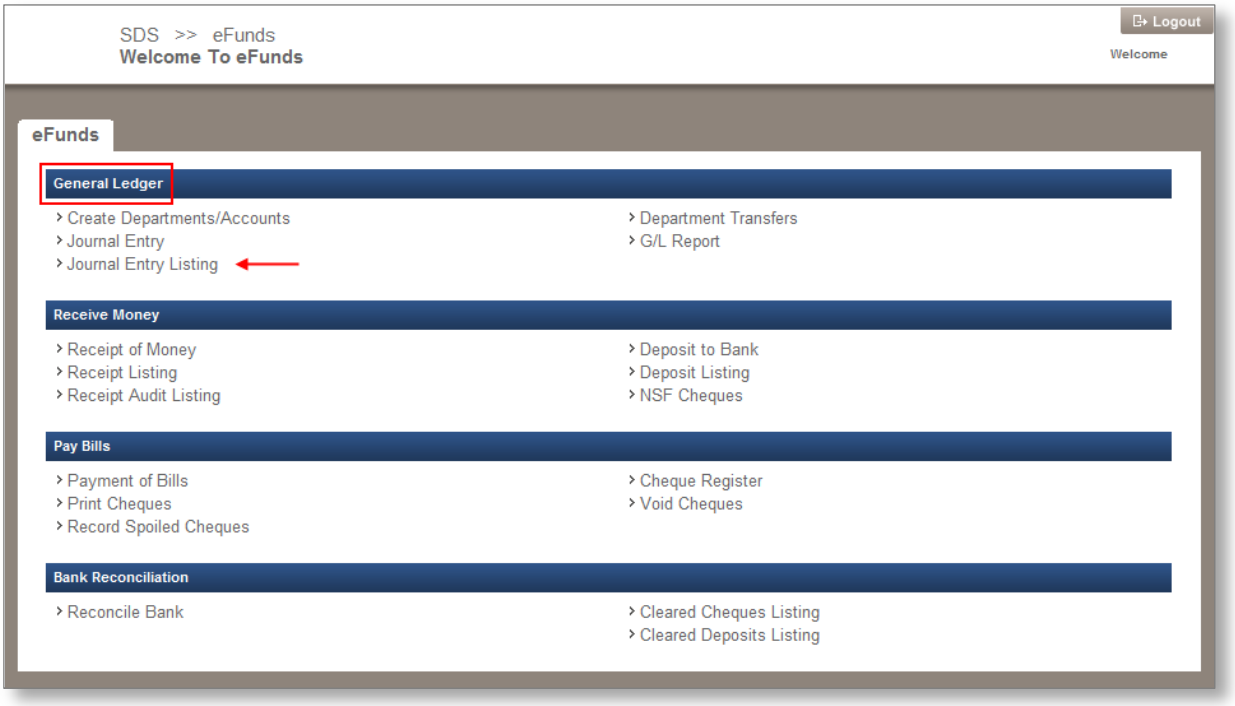
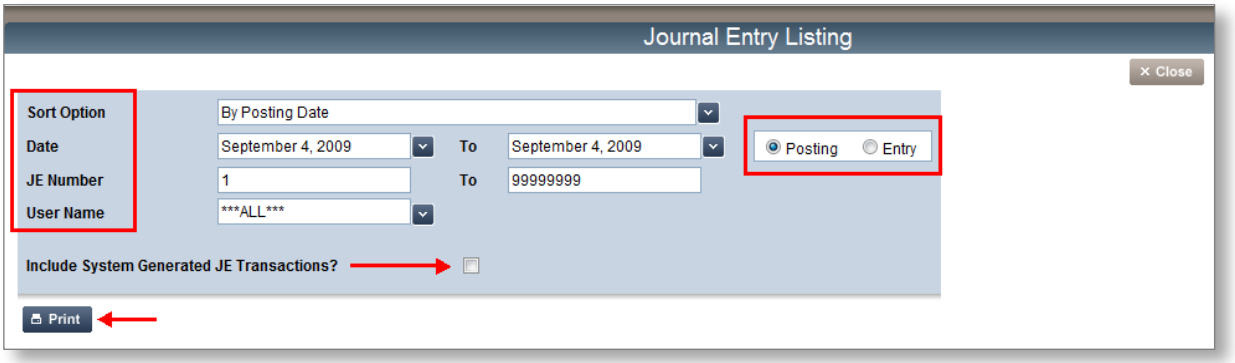
Journal Entry Listing

You can run a **Journal Entry Listing** to view journal entries, and filter the report to view specific entries.



1. From the General Ledger section, click the **Journal Entry Listing** link, the **Journal Entry Listing** screen appears.



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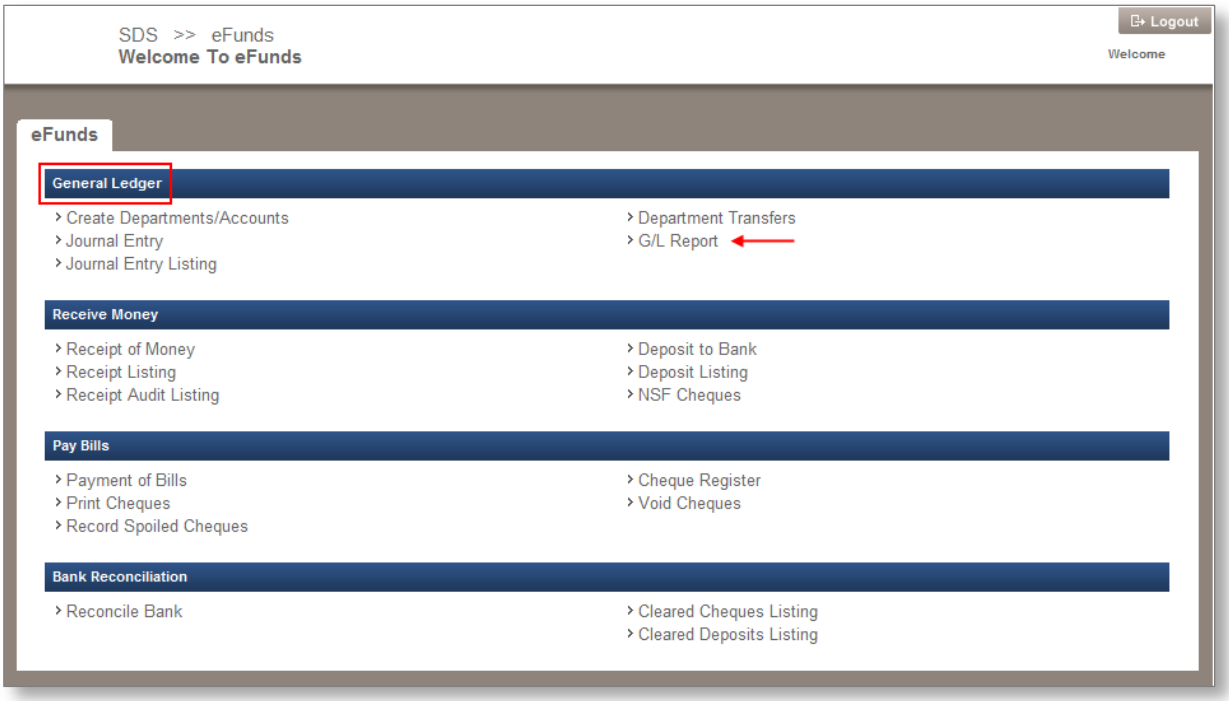
2. Select your filters:

Filter:	Options:
Sort Option	By Posting Date By JE Number By User Name
Date	Same day or Range
JE Number	Specific Number or Range
User Name	All Users or Specific User
Posting	Filter by Posting Date
Entry	Filter by Entry Date
Include System-Generated JE Transactions	Click the check box

3. Click Print once you have selected your filters; the report is generated as a PDF.

G/L Report

You can run important G/L reports, filtered to your specifications.



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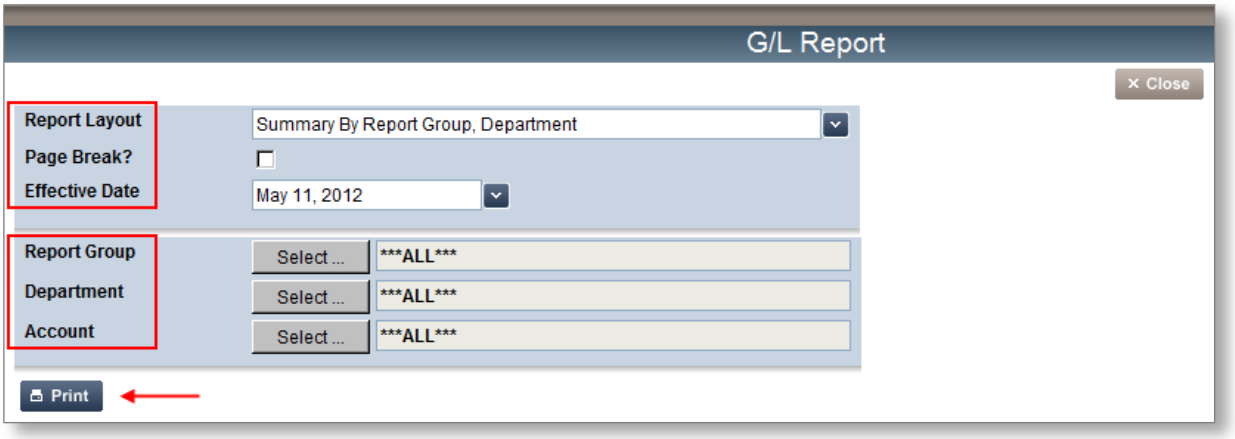
1. From the General Ledger section, click the **G/L Report** link, the **G/L Report** screen appears.



2. Select your filters:

Filter:	Options:
Report Layout	**Summary Reports:** By Report Group, Department By Report Group, Department, Account By Account Type, Account, Department By Department By Department, Account Financial Statement --- **Detail Reports:** By Report Group, Department By Report Group, Department, Account By Account Type, Account, Department By Department By Department, Account
Effective Date	Select from calendar pop-up
Page Break?	Check this box to insert page breaks
Report Group	All for all groups (or if you don't have any groups) If you have set-up Report Groups, you can filter here by Group
Department	All or Specific Department only
Account	All or Specific Account only

3. Click Print

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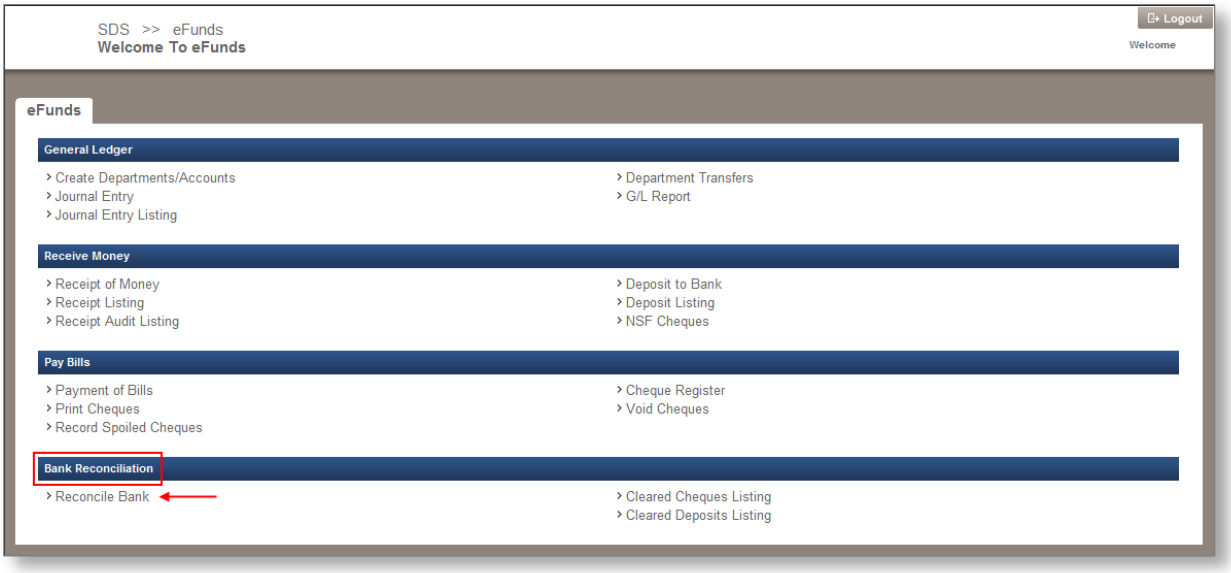
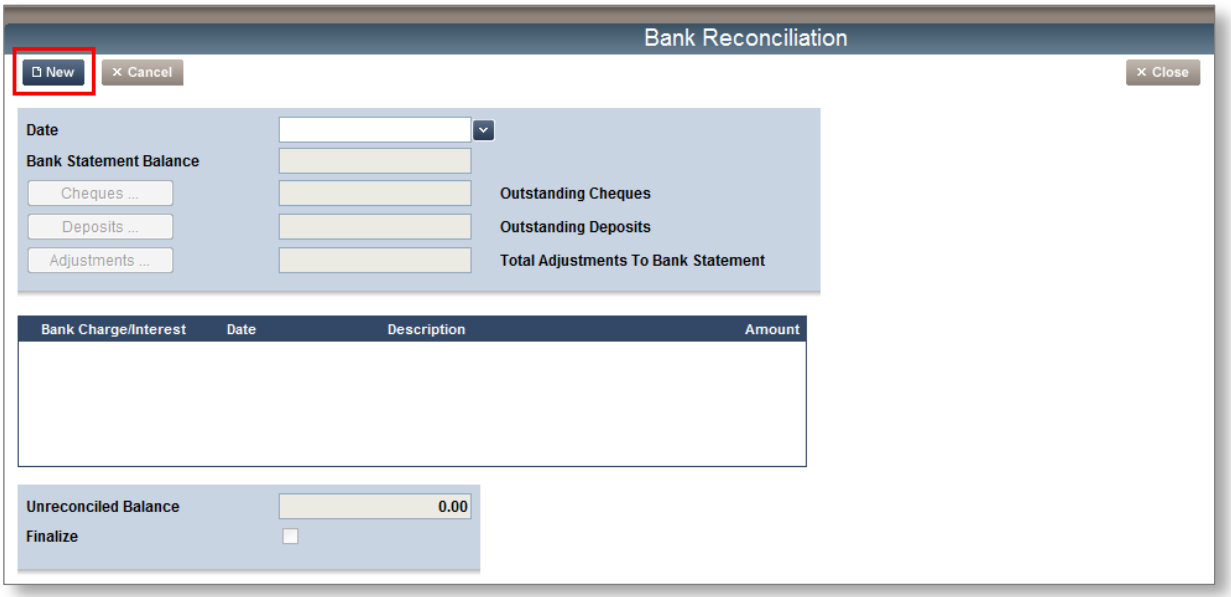
Bank Reconciliation

In this section, you will learn how to complete a Bank Reconciliation at the school office level through Via.



1. From the Bank Reconciliation section, click the **Reconcile Bank** link, the **Bank Reconciliation** screen appears.



2. Click , the screen refreshes with data in the available fields that you must now reconcile to your bank statement.

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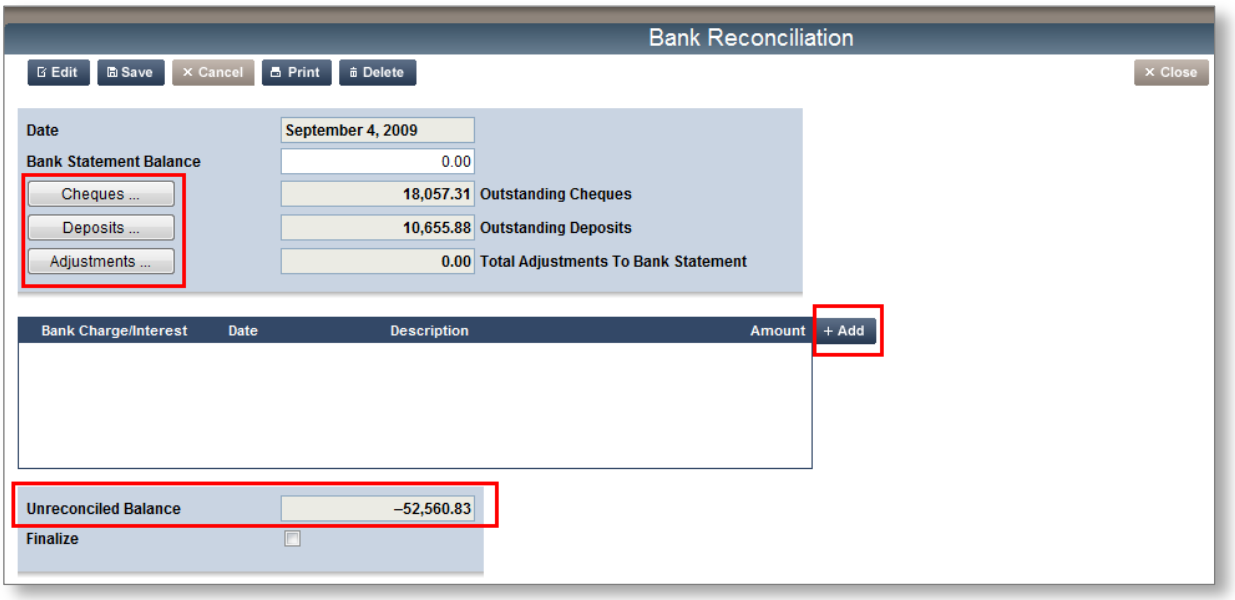

Note: Ensure you have your latest bank statement to work with. If you have access to the account online, you should be able to print a copy of the statement for the given month the first day of the next month; otherwise, you will need to wait for the statement to arrive by mail

Please always remember to take a look at the **Un-reconciled Balance** field at the bottom of the screen, this amount needs to be $0 before you can **Finalize** the process.

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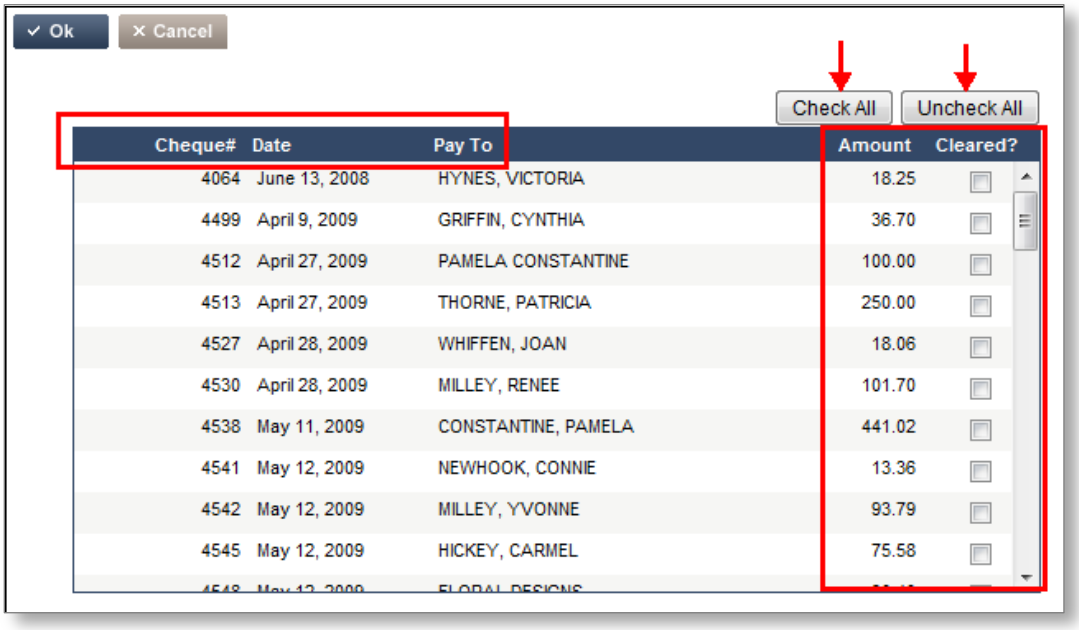
We will now work our way through the Bank Reconciliation screen, starting with the reconciliation of Cheques:

3. Click the *Cheques* button, a pop-up window appears.


Ok
Cancel
Check All
Uncheck All
Cheque# Date Pay To Amount Cleared?
4064 June 13, 2008 HYNES, VICTORIA 18.25
4499 April 9, 2009 GRIFFIN, CYNTHIA 36.70
4512 April 27, 2009 PAMELA CONSTANTINE 100.00
4513 April 27, 2009 THORNE, PATRICIA 250.00
4527 April 28, 2009 WHIFFEN, JOAN 18.06
4530 April 28, 2009 MILLEY, RENEE 101.70
4538 May 11, 2009 CONSTANTINE, PAMELA 441.02
4541 May 12, 2009 NEWHOOK, CONNIE 13.36
4542 May 12, 2009 MILLEY, YVONNE 93.79
4545 May 12, 2009 HICKEY, CARMEL 75.58

This pop-up will list all the cheques that have been entered into the eFunds system, but have **NOT** yet been reconciled. You can now view your bank statement, and match up those cheques that are showing on the statement to the ones listed in this screen.

4. Click into the *Cleared?* check box next to the cheques that have cleared your bank.

Note: If the cheque is listed here, but NOT in your bank statement, don't check it off. You will need to clear it in eFunds on your next Bank Reconciliation, when the cheque clears your bank

You can also click the *Check All* button, if all the cheques appearing in this list are on your bank statement; the system will put a check into all the available boxes.

5. Click Ok, when the main bank reconciliation screen appears you will notice that the *Cheque* field now shows only the amount(s) left over (or $0 if you are clearing the entire list)

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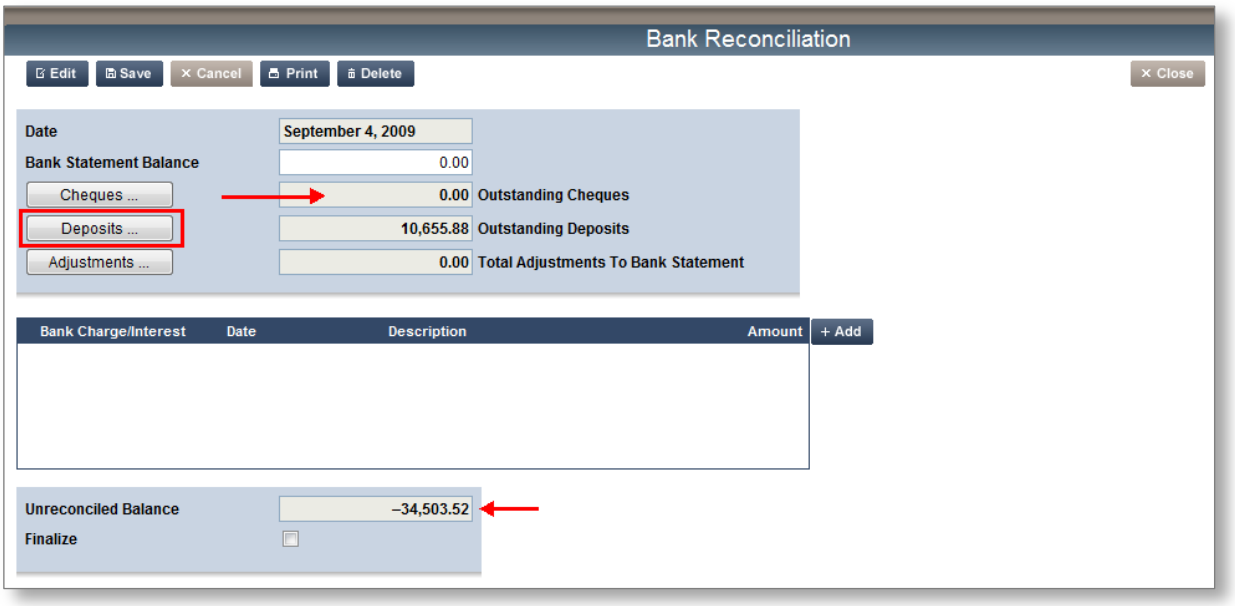
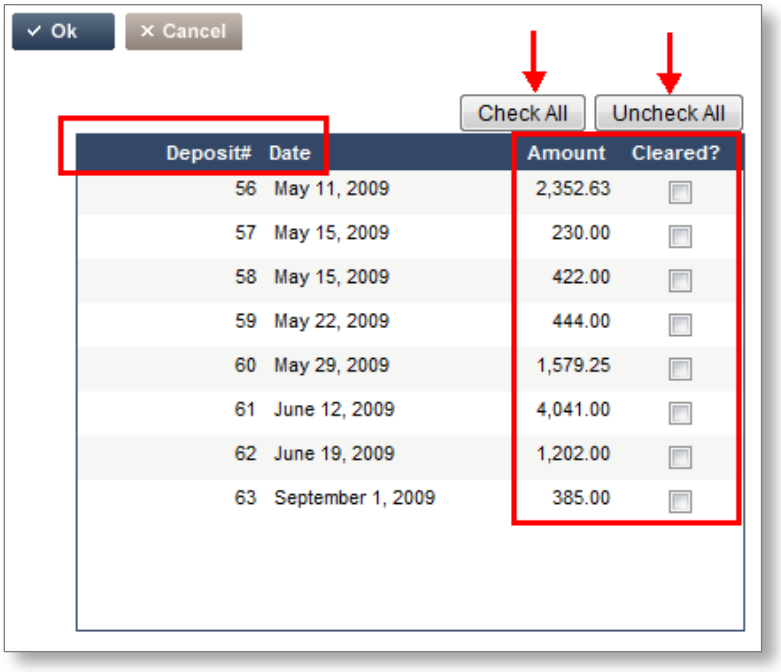


Note: The *Cheques* field is now $0 (this example cleared all available cheques from the list). Also, notice the un-reconciled balance has changed after the cheques were cleared

6. Click the ***Deposits*** button, a pop-up window appears.



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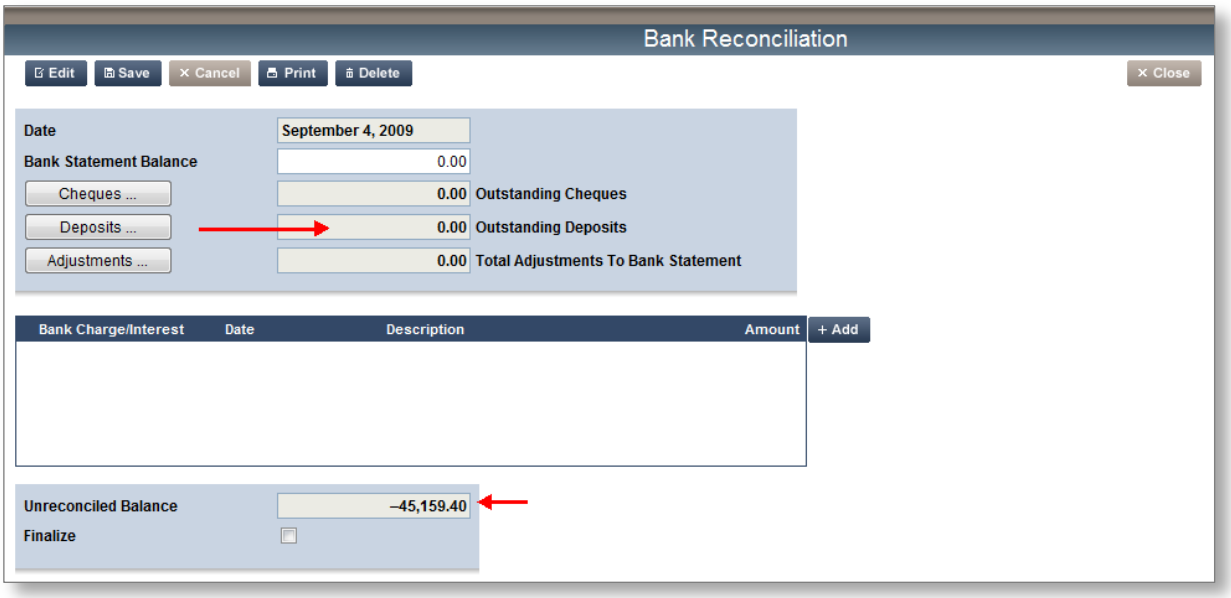
7. Ensure to check this list of deposits to your bank statement and check off the ones that have cleared your bank.

Note: All deposits not cleared from your previous bank reconciliation, plus new deposits will be listed here. Only check those that have cleared your bank!

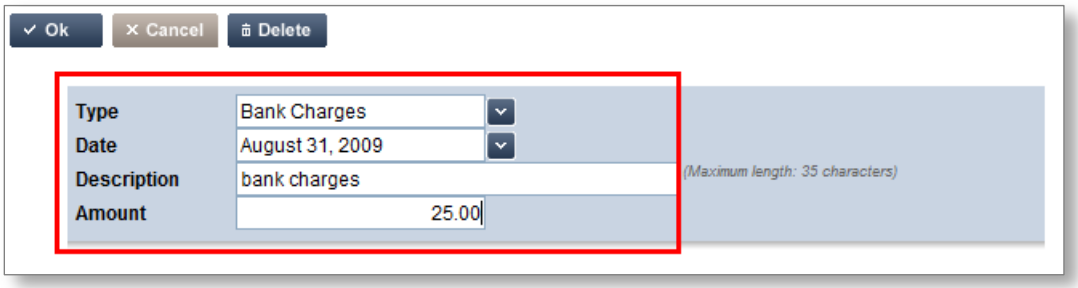
8. Click ✓ Ok, again – look at the *Deposit* field total now, it will reflect what you cleared.



Note: The Deposits field is now $0, but the un-reconciled balance field has changed again

Don't forget to post the bank charges/interest payments that are appearing on your statement.

9. Click + Add, a pop-up window appears



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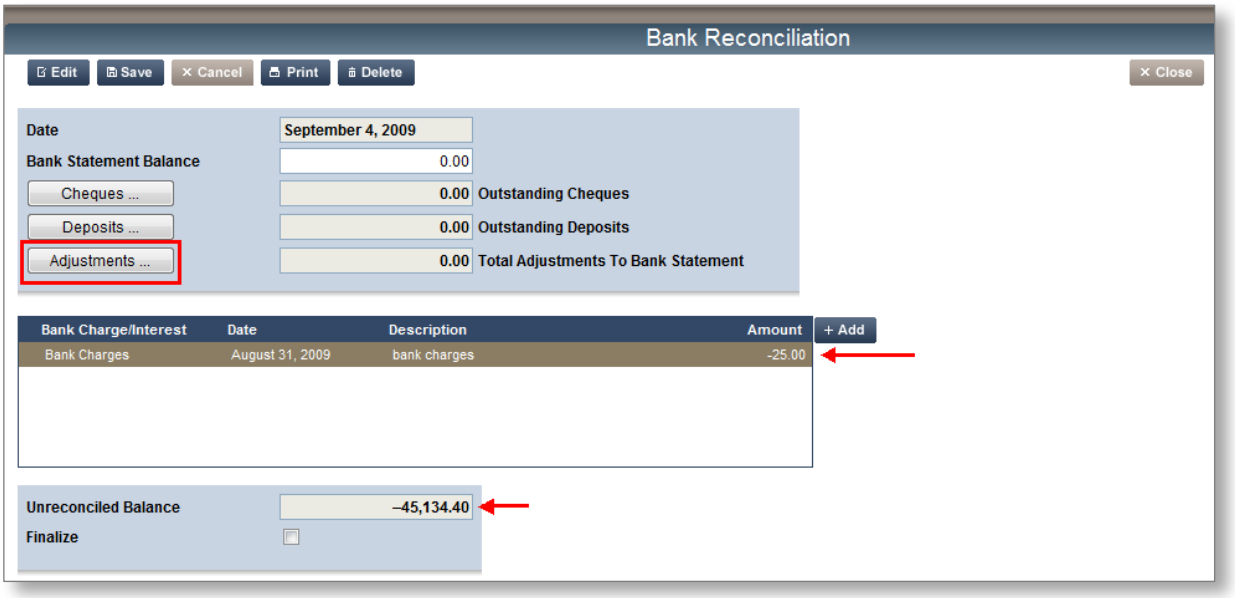
10. Select a *Type* (Bank Charges or Interest).

11. Select the *Date* the charges/interest appear on the bank statement.

12. Enter a *Description*..

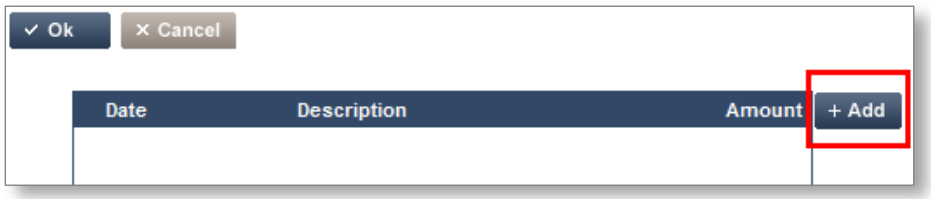
13. Enter the *Amount*.

14. Click ✓ Ok.



Your bank charges/interest will appear in the section provided. If you still have an amount in the un-reconciled balance field you will need to make adjustments in the Adjustments field, or double check your opening balances (*NEW eFunds clients*) entry to ensure the amounts are correct. You will not be able to complete your bank reconciliation with a balance in this field.

15. Click *Adjustments*, to adjust for errors, and or, other adjustments that are required for the period being reconciled



16. Click + Add, to enter the adjustment details.

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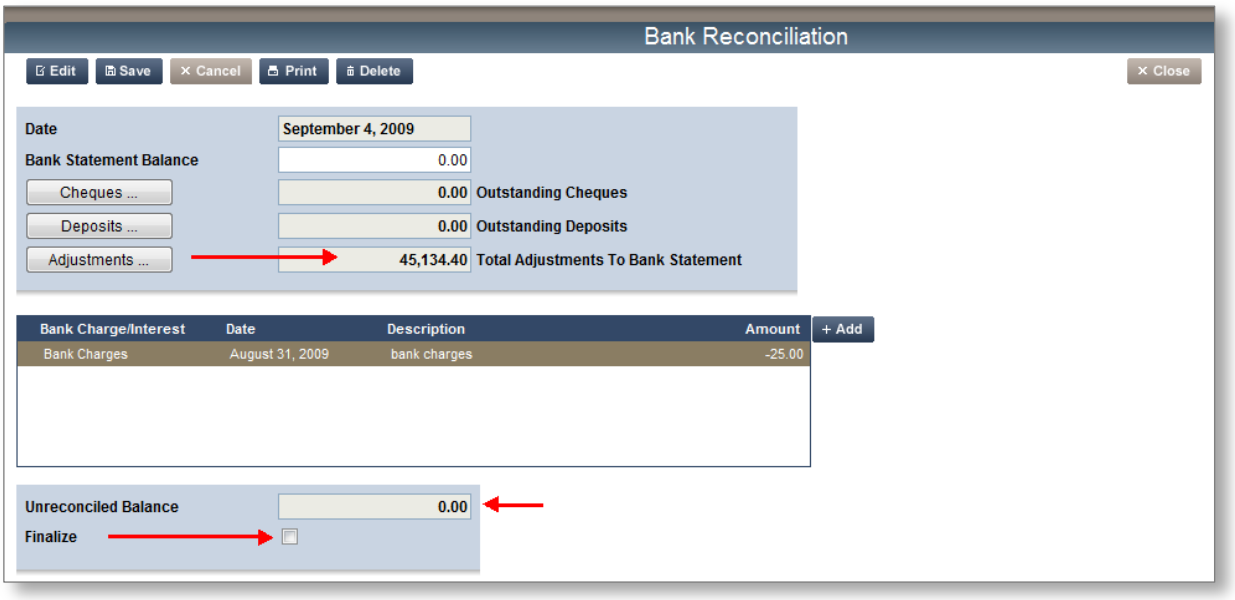

Note: In this example the entire un-reconciled balance was "adjusted" to create a $0 balance; however, the *Adjustments* button should only be used to create adjustments that are legitimate:

For example, if there are cheques outstanding that were issued prior to eFunds going live in your district, then they will be considered "adjustments" until they are cleared by your bank – in this case they will be a negative (-) adjustment.

17. Click the *Finalize* box to enter a check mark (you must finalize each of your bank reconciliations or they will not post to Accounting.)

18. There are two options for the final step: Click Print to complete your Bank Reconciliation process, or click Save to save your unfinished work for a later time.

Congratulations, you have completed your Bank Reconciliation!

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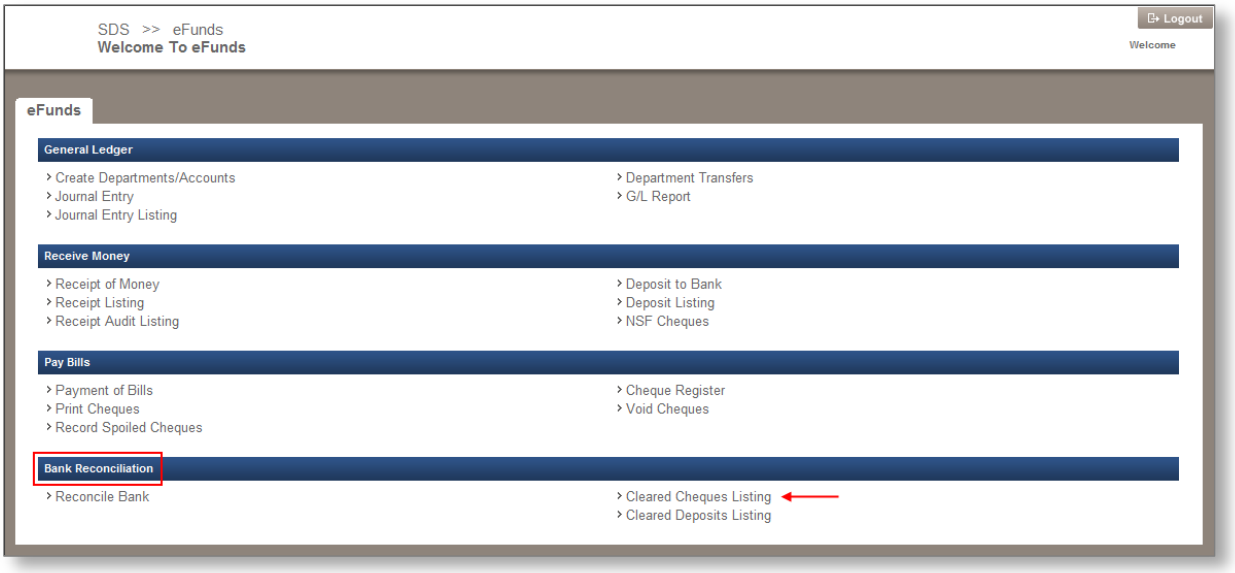
Cleared Cheques Listing

You can print a report of all your cleared or outstanding cheques to help you with your bank reconciliation.



1. From the Bank Reconciliation section, click the **Cleared Cheques Listing** link; the **Cleared Cheques Listing** screen appears.

2. Select the *Cleared* or *Outstanding* radio button.
3. Enter a date, or range of dates to report on.
4. Click Print, the report is generated in PDF format; print the report using the printer icon on the PDF tool bar.
5. Click Close to go back to the **Welcome to eFunds** main screen.

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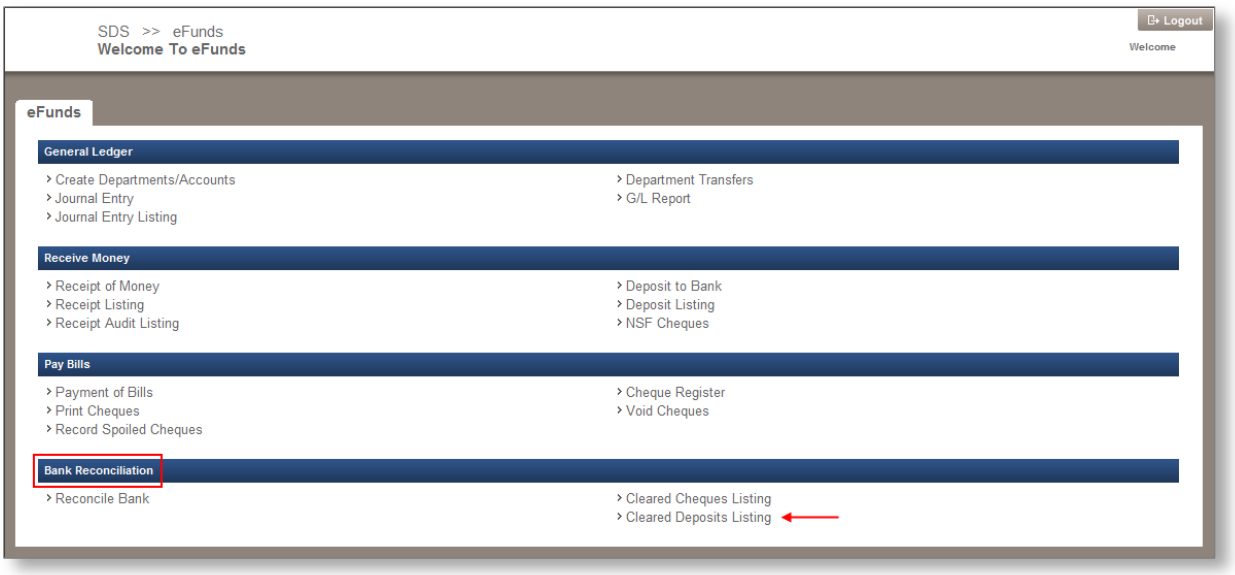
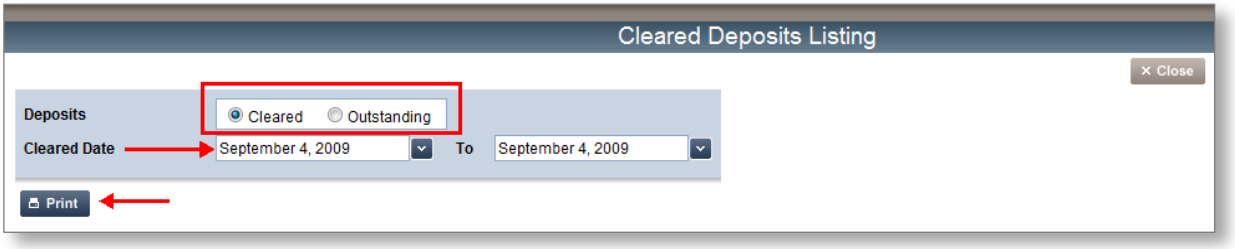
Cleared Deposit Listing

Similar to reporting on cleared cheques, you can run a report that will show you all the deposits that you have cleared, or that are still waiting to be cleared.



1. Click the **Cleared Deposits Listing** link from the Bank Reconciliation section.



2. Select *Cleared* or *Outstanding.*
3. Enter a date, or date range to report on.
4. Click Print, the report will generate as a PDF, click the printer icon on the PDF toolbar to print the report.
5. Click Close to go back to the eFunds main screen.

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